2493 – College Issued Cell Phone/Internet Card

Employees in specific college positions are required to carry cell phones so that they can be contacted in the event of an emergency. Some employees are also provided with portable Internet connection cards to conduct college business.

Cell phone and computer equipment purchases and services must be authorized by the President or his/her designee. Employees that are issued college equipment are not permitted to sign agreements, purchase equipment, or make changes to college phone plans or other services.

(Based on policy 1475; revised and approved by President on 3/14/11)