



FACILITIES MANAGEMENT DEPARTMENT

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POLICY: III: 02—Cell Phone Usage By On-Call Technicians  
Procedure Review: Annually

DATED: June 1998  
UPDATED: December 2020

APPROVED: Executive Director of Facilities and Construction:

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I. PURPOSE

To establish a procedure for the care and use of university owned cell phones by Facilities Management's (FM) on-call technician(s).

II. DEFINITIONS

- A. On-call technician: The technician who is designated by the on-call list as responsible for responding to emergencies after normal duty hours.
- B. On-call list: The list providing shop cell/pager number(s) responding to emergencies.

III. RESPONSIBILITIES

- A. Associate Director of Operations - Responsible for implementation of this procedure.
- B. On-call technician(s) - Responsible for maintaining the cell phone in a usable condition at all times and exercise good judgment as to its proper use.
- C. Supervisors and Managers - Shall ensure employees using the cell phones are aware of and have read this procedure.

IV. PROCEDURE

- A. The on-coming, on-call technician(s) will be responsible for picking up the cell phone and charger on the on-call changeover date.
- B. The off-going technician(s) will ensure the cell phone is fully charged, ready for use, and available on changeover date.
- C. The on-call technician will be responsible for maintaining the charge on the cell phone.
- D. The off-going technician will brief the on-coming technician of any problems experienced with the cell phone and report those problems to the supervisor.

V. RESTRICTIONS

- A. Only job related calls should be made on the FM cell phone.
- B. Expenses, resulting from personal use, abuse or neglect of the cell phone, will be the responsibility of the on-call technician.