

# Facilities Management Operating Policies and Procedures Manual

---

**Effective Date: 06-27-2006**  
**Policy Number: 07-50-003 R2**  
**Section: Facilities and Services**  
**Subject: Cell Phone Usage**

---

## **Purpose:**

To provide guidelines for cell phone use at work.

## **Policy:**

### **University Issued Cellular Phones**

Based on the communications needs of the department, department directors will designate staff required to carry cell phones or other electronic devices as a condition of their employment. Employees and their supervisors will discuss and agree in advance on cell phone options and plans that are the most economical and best accommodate the needs of the department and the individual. Supervisors should check with IT Services for current phone options and plans. The IRS classifies all personal use of cellular phones as a fringe benefit to the employee, and that benefit must be taxed. Employees who are issued an ASU cell phone must sign an agreement to withhold taxes. Employees whose job responsibilities require the use of cell or data phone may elect to purchase a personal cell phone and ask for reimbursement of all business calls per university policy.

1. Each cell phone user will be responsible for knowing and efficiently using cell phone cost saving practices.
2. Employees will reimburse the department for any additional cost above the monthly business use. Cell phone Reimbursement Forms are located on the FM policies page.
3. Each supervisor will have access to monthly cell phone billing for employee cell phone use. Each supervisor is required to monitor the monthly cell phone bills to assure that excessive non-business cost is reimbursed to the department.
4. Facilities Management will conduct a random annual audit for policy compliance.

## **Personal Cellular Phones**

The university has implemented an electronic notification system to alert personnel of dangerous activity or conditions on campus. Employees are authorized to carry their personal cell phones to receive this communication.

While at work employees are expected to exercise discretion when using cell phones. Employees are to make personal calls during breaks and lunch time and assure that friend and family are aware of the policy.

## **Safety Issues for Cellular Phone Use**

Employees whose job responsibility includes driving and/ or equipment operation are expected to refrain from using their phone/ communications device while driving or operating equipment. Employees are encouraged to pull off to the side of the road and stop the vehicle or shut down the equipment before placing or accepting a call. If acceptance of a call is unavoidable and pulling off is not an option employees are expected to keep the call short and keep their eyes on the road.