Cell Phone Policy

A. Purpose

This policy provides guidelines for Gonzaga departments regarding the issuance of cell phones to employees and the payment of employees' personal cell phone expenses for legitimate job-related needs. The purpose of this policy is to: outline Gonzaga's expectations for proper procedures relating to cell phone acquisition, use, and expense reimbursement; to define criteria for determining employee eligibility; to articulate departmental and employee responsibilities; and, to assist in managing and containing costs and risks related to cell phone services.

B. Guidelines

1. Departmental and vice presidential approval is required for issuance of a Gonzaga-owned cell phone or the payment of an employee's personal cell phone expenses.

2. Employees are eligible for a Gonzaga-owned cell phone or the payment of their personal cell phone expenses, if they meet any of the following criteria:
   a. Employee's job requires significant travel on behalf of Gonzaga.
   b. Employee spends significant time away from the desk/office during the day and needs to remain in contact (e.g., IT support personnel).
   c. Employee's job requires that the employee be accessible before/after normal work hours.
   d. Employee's job has other specific requirements with vice president approval.

3. It is the responsibility of each cell phone user to know, understand, and adhere to Gonzaga's policy for cell phone voice and data use. Departments may specify additional guidelines specific to their areas via a Departmental Addendum to the Gonzaga University Cell Phone Policy. Departmental addenda must be reviewed and approved by the area vice president.

4. Each employee who requires a cell phone must complete the Cell Phone Request and Approval Form and sign the Cell Phone Policy Acknowledgement and Agreement Form.

5. Cell phone service is available through Gonzaga approved vendors only. Contact Purchasing for a current list of approved vendors. Service providers may change over time. Gonzaga may, at its discretion, move Gonzaga-provided cell phones from one provider to another as necessary.

6. Cell phone equipment must be supportable by Information Technology Services. Cell phones that have data service activated must be secured via the use of a password. Password complexity and other security requirements for cell phones may change over time. Contact ITS for current information on mobile phone security policy.

7. If an employee's cell phone charges exceed the monthly limits for voice and/or data service (including SMS/texting), the employee is responsible for reimbursing Gonzaga for the cost of any personal use of the phone and associated services, except for when the phone is used during out-of-country travel. This applies to both Gonzaga-owned phones and personally owned phones where Gonzaga is paying for the cell phone services.

8. Gonzaga data and information transmitted via mobile technology qualify as records of Gonzaga University, subject to all policies, including those relating to data security, data retention, and e-discovery. Employees should not expect privacy while using Gonzaga cell phones. Gonzaga may search cell phone records, text messages and other means of communication.
9. Users are responsible for protecting confidential data on cell phones/mobile data devices. If a cell phone is lost or stolen, it is the employee's responsibility to notify his/her department, University Purchasing, and the Help Desk immediately. Phones that are reported lost or stolen will be wiped of all data. An employee may be required to compensate Gonzaga for lost or damaged phones if the employee has been found at fault in losing or damaging the cell phone.

10. When an employee leaves Gonzaga, it is the responsibility of the employee to return the phone and accessories to his/her department, and it is the supervisor's responsibility to ensure that the phone and accessories are returned. The phone and associated phone number is the property of Gonzaga University, unless otherwise negotiated.

11. An annual cell phone inventory list and cell phone usage report will be provided to each vice president to review with their respective departments. Each Gonzaga department is required to review and provide feedback to its area vice president to ensure that there is still a business need for previously approved cell phones and to ensure that employees know and adhere to Gonzaga's Cell Phone Policy.

C. Cell Phone Acquisition Process

1. Departments must submit to University Purchasing a signed copy of the Cell Phone Request and Approval Form and the Cell Phone Policy Acknowledgement and Agreement Form, along with the Gonzaga purchase requisition. These forms are found at http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingandFinanceForms.asp.

2. Departments must select approved phone and accessories, and an approved data service package for smart phones. The department should select the minimum package necessary to enable the job functions of the individual.