

University-Issued Cell Phone Policy

Office of Accountability:	Finance Office
Office of Administrative Responsibility:	HSIMS/Finance
Approver:	Dean of Medicine
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Definitions

Cell Phone	Any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection.
Employee	Faculty or staff member within the Faculty of Medicine (FoM).
Unit	An office, division, or centre within the FOM.

Overview

In the Faculty of Medicine (FoM) at Memorial University of Newfoundland (Memorial), certain employees require the use of a cell phone to conduct the assigned duties associated with their position. Access to a university-issued cell phone is a privilege. It is to be used strictly for university business in compliance with all requirements set out in this policy and any additional related university policies and procedures.

Purpose

To outline the employee positions eligible to receive a university-issued cell phone and the appropriate use of such devices.

University-Issued Cell Phone Policy

Scope

Applicable to all employees of the FoM at Memorial. The policy applies to those university-issued cell-phones funded through the operating budget or discipline funds.

Policy

1.0 Eligibility and Approval

- 1.1 The following leadership positions are eligible to receive a university-provided cell phone upon approval from the Dean of Medicine and Chief Operating Officer (COO):
 - 1.1.1 Office Coordinators (i.e. Coordinator of UGME, PGME, Student Affairs, and Admissions respectively);
 - 1.1.2 Assistant/Associate Deans;
 - 1.1.3 Chair of a Clinical Discipline;
 - 1.1.4 Manager of a unit;
 - 1.1.5 Director of a unit;
 - 1.1.6 COO;
 - 1.1.7 Vice Dean of Medicine;
 - 1.1.8 Dean of Medicine;
 - 1.1.9 Other positions as deemed appropriate by the Dean of Medicine and COO.
- 1.2 Employees must return their university-issued cell phone to HSIMS if they:
 - 1.2.1 no longer hold a leadership position in the FoM as outlined in 1.1;
 - 1.2.2 leave the FoM for any reason (eg. resign, retire);
 - 1.2.3 go on short-term/long-term disability, parental/maternity leave, sabbatical, administrative leave, or a secondment.

2.0 Employee Responsibilities

- 2.1 Employees with university-issued cell phones are expected to exercise due care and attention to the amount of cellular data used. Users are strongly encouraged to utilize Memorial and home Wi-Fi whenever possible.

University-Issued Cell Phone Policy

- 2.2 Employees are personally responsible for paying for any personal overages each month of \$10 or more that are incurred while the cell phone is in their possession.
 - 2.2.1 Overages may include but are not limited to: long distance charges (data, voice and text), roaming charges (data, voice and text), international roaming charges (data, voice and text) and text/picture messaging charges.
 - 2.2.2 Overages in data use could impact all users on the same account, causing overages for other numbers.
- 2.3 If an employee is travelling and requires their phone for university business, they are responsible for obtaining an appropriate travel cellular package from HSIMS.

Related Links

[Telecommunications Policy](#)

[Procedure for Cellular Usage](#)