

Cell Phones | Procedure

ST. JOSEPH ACADEMY
(SJA)

Number	200.1.13
Effective Date:	November 1, 2010
Review Date:	March 17, 2021
Revised Date:	February 27, 2020
Page:	1 of 2

I. Purpose:

SJA recognizes the need for certain personnel to own and/or use cell phones to complete and enhance their job performance. This policy establishes the procedures for cell phone authorization, reimbursement and use. Once an employee is approved for cell phone usage, they will **either** receive a company account cell phone or up to a \$40 reimbursement if using their own phone.

II. Procedures:

- Application form/agreement must be completed and signed.
- This application must be filled out and submitted by the employee's manager. The manager will submit to the Finance Director for approval.
- An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Use of company owned vehicles or devices for personal business is discouraged.
- We are aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

Cellular Phone Authorization Form

To be filled out by the Manager/Director:

A cell phone is justified for these reasons (mark all that apply)

- This employee is a key staff member needed in the event of an emergency.
- This employee is frequently away from access to traditional land-based phone services.
- This employee is involved in frequent off hours/on-call activity
- The nature of this employee's work is critical to the operation of the organization(s) and immediate response is required.
- The anticipated level of business use is significant
- Other: _____

To be completed by the Employee (please initial the relevant line):

- I have read the Cell Phones Procedure regarding the SJA phone guidelines/procedure and had the opportunity to discuss any usage questions with my manager. I understand that my cell phone number may be published and the main purpose and intent of the cell phone is for business use. I also understand that I am responsible for the phone issued to me and will use this for business purposes.
- If I should damage or lose the telephone issued to me, the first occurrence will be covered by the company, any subsequent occurrence will be my responsibility to cover the replacement cost.
- If using my own cell phone, I also understand that I am financially responsible for any and all charges for this cell phone plan and will be reimbursed up to \$40 with monthly submittal of phone bill copy.

Signed by: _____ Date: _____
Employee Department

Submitted by: _____ Date: _____
Manager Title

Approved by: _____ Date: _____
Director of Finance

Approved by:  Date: 3/17/24
Chief Executive Officer

Signed copy to Employee on _____