



The College at Brockport
State University of New York

Category:

Office of Human Resources

Responsible Office:

Office of Human Resources

9/8/10

Policy Title:

Cell Phone Usage/Texting Policy

Policy: Cell Phone Usage/Texting Policy

This document sets forth The College at Brockport policies about cell phone usage and applies to all College employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The College reserves the right to modify or update these policies at any time.

1. Use of Cell Phones or Similar Devices.

- (a) General Use at Work. While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with campus phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The College is not liable for the loss of personal cell phones brought into the workplace.

Faculty and staff who must have the use of cell phones at work, should as a general courtesy either set their phones to vibrate to signal in-coming calls or set the ring volume low enough not to be heard beyond their assigned immediate work space when transitioning from one area to another. Please be courteous of others.

- (b) Unsafe Work Situations. The College prohibits the use of cell phones that create unsafe work situations (e.g., construction activities, near heavy machinery, etc): Cell phones (whether personal or business-issued) may not be used in these instances.
- (c) Use While Driving. New York State lawⁱ includes an absolute ban on the use of cell phones and texting - whether personal or business-issued, while driving. Use of cell phones, without a hands free device, while driving a State owned vehicle is prohibited at all times. Using cell phones for work-related calls behind the wheel increases the risks of distracted driving and accidents, which may result in workers' comp and other legal liabilities.

2. Personal Use of College-Owned Cell Phones.

The use of a cell phone provided to an employee by The College may not be used for non-official purposes including voice and texting. State telephones may be used for incidental and necessary personal calls that are of limited number and duration and do not conflict with the proper exercise of the duties of the State employee.

3. Property control.

The cell phone is to be protected by the employee, and returned when his or her employment endsⁱⁱ. Employees must report missing or stolen equipment to University Police and complete a crime report. A complete written report must also be made to Property Control Office (395-2546) by the next business day.

4. Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Video voyeurism lawⁱⁱⁱ prohibits the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.).
5. Management of Cell Phone Use
It is important that management personally provide a good example of cell phone use, and manages excessive or inappropriate use of such phones by their employees.

ⁱ Use of electronic devices while driving: <http://www.nysgtsc.state.ny.us/phon-ndx.htm#top>

ⁱⁱ Faculty Staff Handbook, reference 830.02 for Administrative Supplies & Services and Faculty Staff Handbook, reference 830.08 for Reporting Missing or Stolen Equipment

ⁱⁱⁱ Video Voyeurism Prevention Act of 2004: <http://uscode.house.gov/download/pls/18C88.txt>