I. Purpose

The Department of Residential Life has purchased cellular phones to be used primarily by the following positions:

- Executive Director
- Director (Housing, Communications & Administration, and Residential Life & Education)
- Associate Directors (Housing, Commutations & Development, Information Systems & Security, and Residential Life & Education)
- Assistant Director (Apartment, Housing, and Residential Life & Education)
- Master Locksmiths
- Residence Life Coordinators
- Information Systems Managers
- Contracts and Conferences Manager
- Computer Analysts
- Director of Financial and Human Resource Services
- Custodian Supervisors
- Floor Tech Supervisor
- Maintenance Superintendent

The normal cellular phone plan is 500 minutes per month with free within network calls. The cellular phone is provided by the University and is not intended for personal use. It is for official University business only. The following policies have been developed to govern its use:

II. Policy

1. The phone is intended to provide staff members with an avenue of immediate response to emergency situations in the residence halls and apartments and enhance
communications for normal business. Professional staff will have the phone with them and turned on at all times when away from their residence/home phone. Support staff will have their phone on when on-call or during business hours.

a. Time permitting, attempt first contact via the individual’s office or home phone.

b. Otherwise, contact via the cell phone.

2. The appropriate Director may establish an on-call schedule for his staff to only have one Associate/Assistant Director on-call outside of business hours. If this option is exercised, the Director, or designee will be responsible for publishing and distributing the on-call roster within the department and to outside agencies.

3. He/she is responsible for the phone and its accessories at all times. He/she may be required to reimburse the department if the phone or accessories are lost or damaged due to their negligence. Care should be taken to avoid damage and protect it from theft or unauthorized use.

4. If the phone is lost or stolen contact the Information Systems Coordinator at 578-0564 between the hours 8:00 a.m. - 4:30 p.m. Weekdays and call 1-800-390-7545 after hours and on weekends. If the phone is damaged or not working, contact the Information Systems Coordinator at 578-0564 for repairs or replacement.

5. All personal communications will be restricted to the employee’s personal cell phone and repeated use of the Residential Life cell phone for personal calls or text messages will result in cancellation of the phone and conversion to a stipend per FASOP: AS-24, Mobile Devise Stipend Request

6. He/she is responsible to sign up for the LSU Emergency Text System. All charges applied for this service will be considered business related and covered by the department.

7. All cell phones issued under this policy are for business use only and prior to issuance and annually thereafter the employee will complete a Mobile Device Employee Agreement, attached.
MOBILE DEVICE EMPLOYEE AGREEMENT

Name (Last, First, MI) ___________________________ LSU ID _______________________

Department ___________________________ Office Phone _______________________

Email ___________________________ Cell Phone No. _______________________

I certify that I have read and understand the terms of the LSU Finance & Administration Operating Procedure, FASOP: AS-24 “Mobile Device Stipend Request” and the Department of Residential Life Operating Policy, RLOP: 02 “Cellular Phone Use” and that the above named employee is required to carry a mobile communications device to efficiently and effectively carry out their job duties. The employee meets one of the following conditions:

a) Protection of life and property – The job requires the performance of duties that could impact the employee’s or the University’s life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network, regardless of the time of day or location.
   i) Public Welfare – Daily job duties require the performance of duties that may directly impact the safety, health and welfare of the general public.
   b) Improved efficiency and effectiveness – job duties require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communication could have significant effect on the operational efficiency of the University or significant impact on the economic or political welfare of the State.
      i) On Call – Duties require the employee to be immediately accessible after normal work hours, regardless of location.
      ii) Mobile or in Transit – Duties require the employee to be mobile or in transit a large percentage of the business day, yet immediately accessible.
   c) Lack of suitable communication alternatives – No other suitable communications alternatives (one-way or interactive pagers, two-way radio, or standard telephone service) are available due to the location or environment conditions of the workplace.

I understand that in accordance with these policies, I will receive an LSU/Department of Residential Life provided mobile device that is needed in conjunction with the performance of my job duties. The device is to be used for business purposes only.

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<th>APPROVALS</th>
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Send completed form to Res Life Human Resources and a copy will be retained by the supervisor and Res Life IT office.