

Mid-Hudson Library System (MHLS)

Cellular Phone Policy

Purpose

To establish guidelines for the issuance and usage of MHLS-owned or MHLS subsidized cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use in connection with MHLS operations. This policy outlines the cellular phone options supported by MHLS, guidelines for appropriate use, and other administrative issues relating to cellular phone acquisition and reimbursement. This policy was created in order to enhance employee safety, limit MHLS liability, help manage telecommunications costs, improve MHLS customer service, and to enhance MHLS operational efficiency.

Scope

This policy applies to all employees and other persons who have or are responsible for any MHLS-owned cellular phone or employee-owned cellular phone subsidized by MHLS for use to conduct business on behalf of MHLS.

General

It is the policy of MHLS to consider providing a MHLS-owned or subsidize an employee-owned cellular phone when the responsibilities of an employee require:

- The employee to be reachable immediately¹.
- The employee job description requires them to be routinely available via cell phone to conduct MHLS business off site or outside of normal business hours².

Issuing a Cellular Telephone

The final decision on whether an employee will be issued a MHLS-owned or granted a MHLS subsidy for a cellular telephone rests with the MHLS Executive Director, based on a recommendation by the MHLS Financial Manager.

MHLS Owned or Subsidized Cellular Phones: Appropriate Use

Cellular phones owned or subsidized by MHLS are provided to conduct MHLS business and provide MHLS services and must be used appropriately, responsibly, ethically, and legally. The following must be observed:

1. MHLS-owned cellular phone are property of MHLS and must be treated, used, and safeguarded as such. If an employee damages or loses a MHLS-owned cellular phone, the employee must notify the MHLS Financial Manager as soon as possible. An employee may be responsible for the replacement of a damaged or lost MHLS-owned cellular phone depending on the circumstances of how the

¹ Current staff positions responsible for MHLS alarm system: Facilities Manager, Delivery Operations Manager, Executive Director

² Current staff positions: Executive Director, Coordinator of Library Sustainability, Delivery Operations Manager, Facilities Manager; Technology Operations Manager

- telephone was damaged or lost.
2. No employee is to use a MHLS-owned or subsidized cellular phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
 3. Costs associated with the purchase of MHLS-owned cellular telephones and the basic service plans for those telephones will be paid by MHLS.
 4. For MHLS-owned cellular telephones: (1) monthly-itemized bills will be received by MHLS and reviewed by the MHLS Financial Manager; and (2) MHLS employees will be required to reimburse MHLS for any charges for services beyond the basic monthly plan unless such charges can be documented as MHLS business.
 5. When a MHLS employee assigned a MHLS-owned cellular telephone leaves MHLS employment, the phone must be returned to MHLS.
 6. For MHLS subsidized cellular telephones, MHLS will pay an employee a fixed monthly amount as determined by MHLS on an annual basis. MHLS will not reimburse an employee for any phone charges, including charges for overages.
 7. For non-exempt employees conducting MHLS business telephone calls outside of assigned work hours, the employee is required to record and report telephone time as time worked.
 8. In recognition that managing and carrying both a work phone and personal phone can be inconvenient and redundant, MHLS-owned or MHLS subsidized cellular telephones may be used as a mode of personal communication. MHLS staff using a MHLS-owned or MHLS subsidized cellular telephones understand MHLS has the right to monitor MHLS-owned or MHLS subsidized cellular telephones, as allowed by the State of New York.

Policy Non-Compliance

The MHLS Executive Director and/or MHLS Financial Manager must be advised of any breaches of this policy and will be responsible for appropriate remedial action, which may include revocation of the privilege to use a MHLS-owned cellular telephone, discontinuation of a MHLS subsidy for a cellular telephone, and disciplinary action, including suspension or termination of employment.

Reviewed by MHLS Staff: May/June 2017

Reviewed & Endorsed by MHLS Personnel & Planning Committee: June 14, 2017

Approved by MHLS Board of Trustees:

ⁱ MHLS pay part of the cost of a cellular phone service.