

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
MOBILE DEVICE	OPR D-27	APPROVED: OCTOBER 9, 2012 REVIEWED: DECEMBER 12, 2017

1. At the discretion of the out-of-scope supervisor, a mobile device will be provided to eligible employees whose job function and responsibilities require a mobile device to adequately perform their duties. Eligible responsibilities may include but are not limited to; substantial business travel or frequent absence from the office (on- or off-campus), responsibilities that require access to College digital content or constant availability to communicate with the College or its clients, provide significant support to College operations, including emergency response coordination, outside of normal College hours.
2. A mobile device can be a phone, tablet, or other technology provided by Parkland College. All devices are the property of the College and must be returned prior to an employee's departure from the College and at the end of a contract term.
3. Parkland College recognizes the college owned device may be used for personal reasons however the employee is expected to use his or her device in an ethical manner at all times and adhere to the company's acceptable use policy as per [OPR A-07](#). The company defines acceptable business use as activities that directly or indirectly support the business of the college.
4. Individuals who have an approved mobile device are required to reimburse the College by way of a monthly payroll deduction for personal use of the device. All users must complete the "[Mobile Device Requisition, Payroll Deduction & Responsibility Form](#)". The monthly rate charged to employees will be reviewed annually in conjunction with the College's fiscal year. Individuals who never use their device for personal use may be exempt from the payroll deduction by signing a declaration indicating the device will only be used while performing job duties. IT will conduct periodic reviews of device to monitor personal use. If personal use is confirmed, employee will be required to complete the "[Mobile Device Requisition, Payroll Deduction & Responsibility Form](#)".
5. All mobile devices will be ordered through the IT department, upon receiving the completed "[Mobile Device Requisition, Payroll Deduction & Responsibility Form](#)".
6. Employees will have a choice between two brands of android phone versus an iphone. Choice must be established at time of set up or at upgrade. Additional phone costs will be coded to the employee's program area.

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7. It is expected that expenses incurred by individuals for personal use are reasonable and do not exceed the charges paid through payroll deductions. Unacceptable extra charges would include, but are not limited to charges for ring tones and roaming charges while on vacation. The College will not be responsible for unacceptable extra charges or costs when an individual does not follow procedures. Upon regular review, such costs deemed excessive will be reimbursed by the individual.
8. Noncompliance with this policy could result in the device being recalled and/or disciplinary action up to and including termination.
9. Safe driving is a priority. Mobile Device users must pull over the vehicle before using the devices. Parkland College has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted. Parkland College will provide a BlueTooth headset if the employee chooses.
10. If there is a break in service in an employee's contract (e.g. not employed during the summer, etc.), the employee will turn in their mobile device to the IT department prior to the break in service.
11. Lost, stolen or damaged mobile devices must be reported immediately to the IT department.
12. The college reserves the right to disconnect devices or disable services without notification.