

## Cellular Phones/Communication Devices Use

UEM provided cell phones are property of the University and employees are required to carry them at all times during work and on call hours. Any emergency related communication such as campus alerts, closures, and openings during emergencies or unfavorable weather situations will be relayed through text alerts and UEM's Emergency Push-to-Talk (PTT) function. Please note that texting is restricted to the aforementioned communication purposes only. For those on an on call system please follow internal shop guidelines.

By carrying and using a communication device, employees are responsible for the following:

- Sign the [Communication Devices Form](#) annually thereby acknowledging the policy and guidelines associated with the use of the device.
- Ensure that the device is used primarily for University business and that any non-business use is incidental (unless authorized to use for personal use). To be considered incidental, non-business use must be occasional in nature, and must not interfere with University business. Non-business use must not result in any additional cost to the University.
- Comply with all policies regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others ([See Use and Safe Operation of Vehicles](#)).
- Take reasonable steps to protect the device from damage and/or loss, and ensure that there is no unauthorized use.
- Return the device to the University when no longer needed, or when employment with the University ends.

Additionally, records related to use of a University-provided communication device are subject to review under the Uniform Open Records Act, as well as to audit by University personnel.