

POLICY STATEMENT



USE OF COLLEGE MOBILE PHONES

1. Introduction

- 1.1 This policy has been developed in order to clarify the responsibilities of employees and The College in managing the use of mobile phones.

2. Responsibilities

Certain employees are issued with a college mobile phone for the better performance of their duties. The phone remains the property of The College and may be withdrawn at any time.

3. Use of Mobile Phones

- 3.1 The following rules apply to the use of College mobile phones by employees:
- 3.2 College mobile phones will be allocated to named employees who will remain responsible for their use.
- 3.3 Employees must pay for all personal (that is, non-work) calls billed to the mobile held in their name. This can be done in one of two ways:
- 3.3a Orange Line 2 Option – a separate mobile number is issued for personal use only. The same handset is used with a simple process to enable smooth transfer between the business and personal number and the bill for the personal number is sent direct to the mobile users home address. Full details are available with the issue of each new handset and from the Head of Reception Services.
- 3.3b The Head of Reception Services will issue copy bills received from the mobile provider to named employees on a monthly basis. The named employees must, within the following month, highlight the personal calls made on their mobile and return the bill to Head of Reception Services. If the personal call amount exceeds £1.00 then an invoice will be issued to the employee for payment.
- 3.4 If no personal calls have been made on the mobile, the bill must still be returned to the Head of Reception Services with the words 'no personal use' written across it.
- 3.5 Once the invoice has been received, payment of cash or cheque can be made at the Finance Office at North Road or at main Reception at Lansdowne. A receipt will be issued to the employee.
- 3.6 Employees are advised not to let others use The College mobile phone unless it is for College business or an emergency situation.

3.7 All calls made on a College mobile will be billed to the named employees.

4. Use of Mobiles Whilst Driving

4.1 Legislation prevents the use of mobile phones (without a hands-free converter) whilst driving. The College employees are instructed that they must not use their mobile phone whilst driving, unless fitted with a hands free device. Employees are further advised that they should pull over at a safe place to make/receive a call as their attention may be diverted if they are concentrating on phone calls whilst driving.

5. Security

5.1 Employees must ensure that their mobile is kept safe at all times. Any loss, damage or theft must be reported to the Head of Reception Services as soon as is practicable.

5.2 Employees may not insert a personal SIM card into a College mobile phone.

6. Modifications and Use of Mobile Phones

6.1 Employees may change their phone covers (at their own expense) or use any of the modifications available on the mobile phone's menus, providing that such changes are not offensive or bring The College into disrepute.

6.2 Employees will be held liable for any unacceptable phone calls or text messages sent from, or stored on, the mobile phone allocated to them. Such actions may be regarded as gross misconduct under The College's Disciplinary Policy.

7. College Mobile Phone Numbers

All College mobile phone numbers will be listed within the Internal Phone Directory.

Any queries regarding the mobile phones, please contact Head of Reception Services, on ext. 5773 or 5609.

Signed _____ Name _____
On behalf of the Corporation Please print

Date _____

Signed _____ Name _____
On behalf of UNISON Please print

Date _____

Signed _____ Name _____
On behalf of NATFHE Please print

Date _____

Signed _____ Name _____
On behalf of ACM Please print

Date _____

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This policy is to be reviewed by the JNCC by September 2007.