

Facilities Management and Planning

Cell Phone Policy

The purpose of this policy is to establish reasonable guidelines for cell phone usage on the Southern Oregon University (SOU) campus for facilities management purposes. The policy is applicable to every employee in the facilities department who is issued a cell phone to conduct day-to-day business.

The cell phone you have been issued is assigned to you with a specific number and is your responsibility. Cell phones are for use at SOU only. The cell phone you have been issued is the property of SOU and is not to be used for personal calls, texts, internet browsing, etc.

The cell phone is intended to be used on campus only and should be left on campus at all times. Make sure to keep the phone charged and keep the phone with you during your shift. Excessive use of the phone during your shift is prohibited.

Use of the cell phone while driving is unlawful in Oregon.

If the cell phone is lost, stolen, or broken, you are responsible for paying for a replacement.

By signing below you are agreeing to abide by the above policies.

Signature _____

Date _____