

Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with College phones. Excessive personal calls or texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls/texts during work time. Personal calls/texts should be kept to a minimum and should not interrupt the normal operation of the College. Personal calls/texts should be made and received during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

If an employee chooses to bring a personal cell phone on campus, the College is not liable should it be lost, stolen, or damaged.

Supervisors have the right to require employees to provide cell phone bills and usage reports for calls made during the working hours to determine if use is excessive.