



Operating Protocol & Procedure

Details:

Number: 260

Title: Use of Cellular Telephones

Category: Employees

Office of Primary Responsibility: Information Technology Services

Approval Date: 2/2/15

Effective Date: 2/2/15

Revised: 7/16/19

Reviewed: March 2024

Purpose:

To define the protocol for procurement and utilization of Cellular telephone procured and used by Pueblo Community College.

Applicability:

All employees

Definitions:

Cellular Telephone – defined as a mobile telephone digital or analog in nature in which a subscriber has a wireless connection to a transmitter.

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

References:

None

Attachments:

Attachment A – Workflow

Operating Protocol:

Cellular phones are provided by the Information Technology Services Department. The allowance for the use of a PCC-owned cellular phone for any employee is a decision based on the employee's job responsibilities and approval from the appropriate college authority (President, the Chief Business or Academic officer, or Dean). Typically, positions that must be on-call or available to reach during non-business hours in the event of an emergency will be issued a cellular phone. However, other positions, when deemed appropriate, may also be issued a cellular phone. Approval and justification will be documented by the completion and submission of the "PCC Request for Cellular Phone or Service" form.

Pueblo Community College will NOT provide cellular phones to non-employees, student employees, hourly employees, or temporary employees.

Cellular phones purchased with college funds for employee use are considered assets of Pueblo Community College and property of the State of Colorado and shall only be used for college-related purposes. Property and assets that are no longer needed shall be disposed of through the college's Surplus Property Disposal/Transfer process (OP-P 405) per State of Colorado Regulation 450-03. It is unlawful for state/college-owned property to be given away, disposed of, removed, or taken by an employee for personal use.

Fiscal Operations will be responsible for payment of invoices for cellular phone service fees. The appropriate org will be charged for these service fees. Employees will be responsible for any personal use charges that appear on the monthly invoice. The College will not reimburse for the use of a personal cellular phone (except in the event of an emergency). Upon separation of employment, the employee is responsible for all outstanding personal charges and returning the PCC-owned cellular phone to Human Resources or Information Technology Services.

Procedure:

A. Approval of PCC owned Cellular phones

Employees should initiate a request for a cellular phone by submitting the "PCC Request for Cellular Phone or Service" form in Ultimus. Approval and justification for use of a PCC-owned cellular phone will be documented by the completion of this form.

B. Purchasing of PCC Owned Cellular Phones

Cellular phones for employee use will be purchased through the Information Technology Services department. Once purchased, the cellular phone is property of Pueblo Community College. Replacement phones that are required due to abuse, neglect and loss may be charged to the individual whom the phone was issued. Cellular phone styles will be purchased based on the employee's needs and decided by the Information Technology Services department and the employee's supervisor.

C. Usage of PCC Owned Cellular Phones

Cellular phone service plans will be provided by the Information Technology Services department and will usually be a shared plan with other employees to reduce cost. Supervisors are responsible for choosing an adequate number of minutes, data and messaging for their employees.

PCC-owned cellular phones should only be used for official college business. If an employee uses his/her PCC-owned cellular phone for personal use, the employee is responsible for reimbursing the college and should contact Accounts Payable for a copy of the invoice for their cellular phone account. If an employee fails to reimburse PCC for personal cellular phone costs the college, the Controller may revoke the privilege of using the cellular phone at any time without notice.

ATTACHMENT A - Flowchart

