



Operating Protocol & Procedure

Details:

Number: 261

Title: Use of Pagers

Category: Employees

Office of Primary Responsibility: Information of Technology Services

Approval Date: 12/8/14

Effective Date: 12/8/14

Revised: N/A

Reviewed: March 2024

Purpose:

To define the protocol for procurement and utilization pagers by Pueblo Community College.

Applicability:

All employees

Definitions:

Pager – Defined as a small communications device that receives and / or transmits paging alerts or signals including short messages.

References:

None

Attachments:

None

Operating Protocol:

Pagers are provided by the Information Technology Services Department to employees who meet the following requirements:

- The employee travels or lives in an area that cellular telephone coverage is not available, and
- The employee is considered to be on-call.

Employees who qualify for a pager will be provided one with either local or national service, depending on the travel requirements of their position. The Information Technology Services Department will be responsible for

purchase, disbursement, and maintenance for all pagers. Pagers will be purchased under the state contract system if possible.

Pagers 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 pager 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 personal pagers. Upon separation of employment, the employee is responsible for all outstanding personal charges and returning the pager to Human Resources.

Procedure:

Employees requesting a pager should contact the Information Technology Service Department to initiate the request. All of the requirements noted in the operating protocol must be met in order to initiate the request.