

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-004.5
	<b>Date Issued:</b> 08/19/03
<b>TITLE: EHS Cell phone Policy</b>	<b>Date Revised:</b> 10.22.10 <b>Revision No. 7</b>
	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i> <hr/> Director, EHS
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**Safely use your cell phone, including driving.**

See: “*Cell Phone and Texting Laws*”

[http://www.ghsa.org/html/stateinfo/laws/cellphone\\_laws.html](http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html)

MIT will provide communication devices as is appropriate for the job function for use by the employee per the job requirements.

The employee has the option to either **A)** Be provided with and use the MIT issued equipment or **B)** Provide one’s own equipment as long as MIT is provided the access number for business use.

**Option A)** - It is the expectation that any EHS provided cell phone should be turned on as per the following protocols:

1. During normal business hours- If you are not part of the EHS response matrix for the current week, the EHS cell phone should be turned on during normal business hours (08:00-17:00, M-F, holidays excepted), regardless of your location. The phone should accompany you continuously during this time frame.
2. During EHS Response coverage- for this time period, your cell phone should be turned on **24/7** for the duration of your coverage period. The phone should accompany you continuously during this time frame.
3. As a general rule, MIT cell phones should not be used as personal phones. There are some cases in which an employee may be out of the office for an extended period of time and has to use the cell phone for personal use. This is acceptable, as long as the employee does not go over the allotted minutes in our cell phone provider plan. If the employee does go over the allotted minutes he/she is responsible for reimbursing MIT for any personal use. A check should be made payable to MIT and given to EHS, Personnel Administrator.
4. To determine how many minutes are allocated in a particular cell phone provider plan, please consult with EHS, Personnel Administrator.

5. If a staff member is using his/her phone for MIT use and consistently goes over allotted plan minutes, please consult Personnel Administrator to evaluate the need for a different plan from the provider.
6. Turn off your cell phone once a day to reset so common problems may be avoided.
7. If you are experiencing persistent problems with your MIT EHS cell phone, e-mail a detailed description to the Personnel Administrator who will forward this to the provider for advice and / or coordinate the repair of your phone.

**For MIT EHS policy on equipment loss and breakage, please see Procedure # EHS-03-004.3, Loss and Breakage of EHS/EHS Headquarters Equipment.**

**Option B)** – MIT EHS Office will provide financial support for personal cell phone service for employees in positions that require them for departmental business purposes. This support subsidizes business use of the employee's personal cell phone service.

1. As of the effective date, EHS employees are eligible under this revised EHS departmental policy.
2. Managers/Deputy Directors/Associate Directors must complete the attached form request cell phone financial support for each group member for whom they feel justification for cell phone use for MIT business purposes is required.
3. Anyone who receives University financial support for cell phone service is required to keep his/her existing telephone number when changing cellular service providers.
4. Anyone who receives University financial support for cell phone service is required to respond to EHS or the University, as necessary, for operational needs, even in non-emergency situations.
5. It is the expectation that personal cell phone should be turned on as per the following protocols:
  - a. During normal business hours- If you are not part of the EHS response matrix for the current week, the EHS cell phone should be turned on during normal business hours (08:00-17:00, M-F, holidays excepted), regardless of your location. The phone should accompany you continuously during this time frame.
  - b. During EHS Response coverage- for this time period, your cell phone should be turned on **24/7** for the duration of your coverage period. The phone should accompany you continuously during this time frame.

6. The employee will receive a \$35.00 supplement per pay period (once a month) to subsidize the cost of business-related use.
7. Typically, the employee will be reimbursed at the end of each calendar year.
8. The supplement or cell phone support will cease when an employee terminates his/her employment at EHS; changes to a position no longer requiring the use of the supported service; or EHS business needs dictate the cessation of this program.
9. Each employee is fully responsible for any and all charges against their cell and cell plan.

Implementation Guidelines:

1. Employees who are approved to receive financial support for their cell phone service plans will change to this plan as soon as their current EHS cell phone contract ends.
2. MIT/EHS phones must be returned to the Personnel Administrator prior to receiving financial support. Those using a month-to-month plan will start their service by December 1, 2010.
3. EHS will not reimburse the employee or otherwise pay for equipment, fees incurred to start up or end a service plan, or for any other fees. Requests for exceptions must be approved by the Manager/Deputy Director and/or Associate Director who will then route the request for Director's review.

