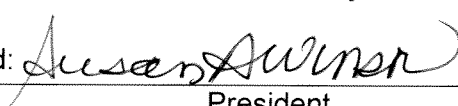
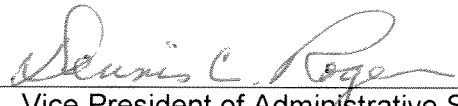


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	AUTHORIZED USE OF TELECOMMUNICATION DEVICES	Procedure Number: 6-7-101.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-7-101	

Approved: 	
President	Vice President of Administrative Services

Date Adopted:	07/01/2004
Date Revised:	03/10/2008

Land – Based Phones

1. LOCAL CALLS

Telephones are provided in offices and other spaces on campus to expedite the performance of campus related work.

Pay telephones are provided for students and visitors.

The Switchboard Operator is not authorized to place calls, receive long distance calls, or take messages, other than emergencies, for any reason.

A Voicemail System is available for use by authorized campus telephone users.

2. LONG DISTANCE CALLS

Long distance calls will be limited to official matters only, which cannot be handled by e-mail, postal mail, State Inter-agency mail, or less expensive means.

3. INFORMATION AND DIRECTORY ASSISTANCE CALLS

Local information and directory assistance calls are restricted.

Cellular Phones

1. PERSONAL CELLULAR PHONES

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for College phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The College encourages a reasonable standard of limiting personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-working time where possible and to ensure that friends and family members are aware of the College's policy. Flexibility will be provided in circumstances demanding immediate attention.

The College will not be liable for the loss of personal cellular phones brought into the workplace.

2. PERSONAL USE OF COLLEGE-PROVIDED CELLULAR PHONES

Where job or business needs demand immediate access to an employee, the College may issue, with approval from the Vice President of Administrative Services, a business cellular phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

Employees in possession of College equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

3. SAFETY ISSUES FOR CELLULAR PHONE USE

Employees whose job responsibilities include regular or occasional driving and who are issued a cellular phone for business are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees

are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting business calls, hands-free equipment will be provided to facilitate the provisions of this policy and procedure.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy/procedure will be subject to the highest forms of discipline, including termination.

4. SPECIAL RESPONSIBILITIES FOR MANAGERIAL STAFF

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2006		
03/10/2011		