



Albert Einstein College of Medicine

Cell Phone Policy

I. Purpose

This policy is developed to provide standard guidelines for the purchase, use, and payment of cell phones for Einstein.

II. Scope

This policy applies to all Albert Einstein College of Medicine employees.

III. Policy

Einstein recognizes that certain job functions require the use of communication devices such as cell phones, PDAs, air cards or push-to-talk, to conduct business on behalf of the College. This policy provides specific guidelines regarding the business use of these communication devices and the process to acquire a device. All users of data\phone plans must comply with IT policies related to data and network security. Organization provided communication devices are to be used only for fulfilling business tasks and responsibilities only.

Employees may be provided with cellular services to be used for Einstein business. Business use is any use while performing specific job-related duties on behalf of and for the benefit of Einstein. Subject to Budget and Associate Dean approval, employees receive cell phone service through an Einstein Telecommunication's plan only after a business justification for purchase and services requirements are identified and eligibility in meeting the criteria listed below. International calling privileges can be set up with the Telecommunications Department only for the times the employee travels internationally. One week's notice is required.

Criteria for receiving a cellular phone (one or more required):

- The nature of work requires substantial travel, limiting the ability to use an office or departmental phone
- Because of frequent and prolonged time out of the office, a cell phone is required to support departmental operations.
- Because of the nature of the work, the individual is required to be available routinely outside of normal work hours.
- The nature of the work requires an immediate response from the individual.

Criteria for receiving additional features (one or more required):

- Responsibilities include receiving automated text messages from computerized systems.
- Responsibilities include sending commands to control systems remotely during non-business hours.
- Responsibilities require quick, response using the internet during off hours.
- Responsibilities involve significant time outside of the office where internet is not available.

Criteria for receiving an air card (one or more required):

- Because of frequent and prolonged time out of the office where a workstation is unavailable.
- Uses laptop or other mobile device to regularly perform work operations where no internet access is available.

The following is the procedure for Einstein purchased cell phones/plans:

- Einstein Telecommunication's department is the only department authorized to distribute cellular devices and assign a monthly plan. The cellular devices and plan are contracted by Einstein Procurement Department.
- Only approved cellular devices will be provided. Baseline cell equipment (beginning with the latest free model) and the standardized usage plan will be issued by the telecommunications department with approval as outlined. No other smart phone models will be ordered without Departmental Chairman, Department Head, and Associate Dean approval for the additional cost.
- The cellular devices provided to employees will be purchased and owned by Einstein. Employees are responsible for the safekeeping and care of the cell phones they are assigned.
- All initial costs associated with the cellular telephone service are charged to the department ordering the equipment. Such costs include, but are not limited to, the purchase of equipment, service initiation, monthly fees, maintenance, and programming.
- Accessories which may be provided are a phone case and a head piece for hands free use purchased on EPRO with a limit of \$50 per item. All other accessories will be the responsibility of the associate and do not qualify for employee reimbursement.
- The user's department is responsible for keeping the funding current, if applicable, and for terminating the cell phone plan when the employee is no longer employed by Einstein.
- No proprietary, sensitive or confidential data is to be stored on a cell phone.
- Lost, misplaced and stolen cell phones must be reported to Telecommunications immediately on discovery. The employee is responsible to reimburse the College for any costs incurred with its replacement. (Telecom permits the user to keep their old cellular devices in the event of a lost, stolen, or broken device for the use of their company phone. A second option: Upon the Administrator's approval, the staff member may use the free buddy upgrade of a member from their department.)
- Users are responsible for the cost of repair to a damaged phone that is not kept in a protective case. The expense of a case can be covered by the department.
- Upgrade eligibility is every 2 years for free and paid devices.

- For upgrade orders before 2 years, the user will receive the same exact model the user currently has via the warranty process; warranty devices are certified refurbished and not new. If warranty expired, you must use your old cellular device until you are eligible for an upgrade.

A. Procedure for Picking Up and Getting Status Updates

- Requestor will receive an email when to pick up device in Belfer Room B8B. He or she must bring the email to pick up the device; it will be used to release the device.
- Requestors are not permitted to go to the receiving department to pick up devices.
- Signature and email from Telecom are required to acknowledge receipt of device.
- Device orders take up to 2 weeks to receive. Back order devices can take up to 8 weeks to receive.
- No phone calls or physical visits permitted to Telecom for order status. Please send an email to Telecom@einsteinmed.org.

IV. Definitions

None.

V. Effective Date

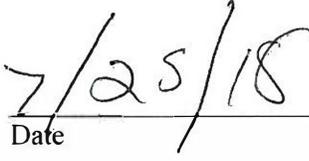
Effective as of: 23 July 2018.

VI. Policy Management and Responsibilities

Einstein's Procurement Services department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Associate Vice President for Business Services is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)


Responsible Executive


Date