



Rachele Sylvan, Director of Financial and Business Administration
Office of the Executive Dean of Agriculture and Natural Resources
School of Environmental and Biological Sciences and New Jersey Agricultural Experiment Station
sylvan@aesop.rutgers.edu • phone: 732-932-9000, ext. 538 • fax: 732-932-0203
SEBS.RUTGERS.EDU • OFBA.RUTGERS.EDU • NJAES.RUTGERS.EDU

September 28, 2009

To: Cook Campus Community
From: Office of Financial and Business Administration
Re: Cell Phone Policy

Cell phones and service may be requested by employees whose official duties are such that the use of a cell phone is essential to the performance of that staff's official duties. The following criteria will be considered by the approver when reviewing the cell phone request:

- Do the requestor's daily duties require him or her to be frequently out of the office and require immediate and/or continuous communication with the office or others at the university?
- Does the employee frequently work in remote locations such that communication is essential to the business function of the department or the safety of the employee?
- Do the employee's responsibilities within the department include making critical day to day business decisions that necessitate immediate and/or continuous communication with others at the university?
- Is the use of a cellular phone essential to the productivity of the department or employee?
- Does the business purpose for the phone fit the rate plan (number of minutes) requested and is within the departmental budget?

The use of a wireless phone and any other hand-held communication device includes, but is not limited to, talking and/or listening to another person, texting, or sending and receiving electronic messages. Any personal cell phone usage shall not incur any additional expense beyond the included provisions of the **approved** fixed cost business service plan.





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RESPONSIBILITIES

- There must be an appropriate business reason to justify the purchase and use of the cell phone using University Funds
- Complete a *Cellular Phone Order Form* (see "LINKS" below) and obtain approval from the department head or director
- All **original** requests must **FIRST** come through the Office of Financial and Business Administration via a signed and properly authorized *Cellular Phone Order Form*. The request will be reviewed and approval will be given by the Business Office Director (Rachele Sylvan) and the Executive Dean
- Those who have University cell phones must sign a statement on the *Cellular Phone Order Form* acknowledging that they will reimburse the University for personal calls if overage occurs
- Business managers and supervisors should review monthly cell phone statements to ensure that the selected monthly calling plan is appropriate for the user's business needs
- Any changes and/or upgrades to the calling plan must come through the Office of Financial and Business Administration via a new cellular phone order form
- Cell phones must be returned and any outstanding charges paid upon an employee's separation from the University
- In the case of a lost or stolen phone, notify the administrator or designee so that it is documented and replacement equipment ordered
- Employees must adhere to current Motor Vehicle law that makes using a hand-held communication device illegal while driving a motor vehicle; use of a hand held communication device includes, but is not limited to, talking or listening to another person, texting or sending and receiving electronic messages

Links

The Cellular Phone Order Form for both Verizon and AT&T requested service provider can be obtained in the links below:

- [AT&T Cellular Phone Order Form](#)
- [Verizon Cellular Phone Order Form](#)

