

## CELLULAR PHONE POLICY

The employee acknowledges awareness of the Senate Bill 2398 passed during the 2006 Regular Legislative Session, which indicates the following:

1. University-provided cellular phones can only be used for University business **(NO PERSONAL CALLS - Incoming or Outgoing)**. Use of a University cellular phone for personal will result in appropriate disciplinary action and/or the loss of the use of the phone.
2. Each employee must work with their supervisor and Information Technology and the Office of Business and Finance to determine their plan.
3. Each employee and their supervisor must be aware that cellular phone plans are selected based on the number of minutes required for the employee to conduct University business. Package minutes plans ***are not*** to be construed as free minutes and ***are not*** provided for personal use. The employee and supervisor must understand the plan type. The responsibility for verifying that all calls were work-related and that the calling plan is still appropriate for business needs rests upon the employee and the supervisor.
4. For any changes in services, employee must be in compliance with **Senate Bill 2398 which prohibits personal use of all state issued cell phone device.**
5. All billings are considered public records and are subject to disclosure under the Mississippi Public Records Act.

By signing below, the employee's and supervisors signatures indicate that he/she has read all of the above information and understands the Cellular Phone Policy.

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Employee Signature

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Date

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Supervisor Signature

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Date

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Area Vice President Signature

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Date

XC: Office of Human Resources  
Information Technology  
Office Business & Finance  
Departmental Supervisor  
Employee