



<p align="center">Policy Title Employee Mobile Device Policy</p>	<p align="center">Original Adoption Date 06/19/2012</p>	<p align="center">Policy Number IN-674</p>
<p align="center">Responsible College Division/Department Technology Division</p>	<p align="center">Responsible College Manager Title Vice President of Administration</p>	
<p align="center">Policy Statement</p> <p>Eligible employees will either be issued a mobile device (cellphone, tablet, etc.) or reimbursed monthly for the service contract associated with a personal mobile device, based on the reimbursement guidelines set by the college. The employee must confirm the device will enhance the performance of their job responsibilities via approval of their supervisor and Leadership Team member</p> <p>College-Issued Devices: Mobile devices provided by the college will be funded by the requesting division and can only be purchased for full-time employees. College-issued mobile devices are intended for LTC business use only, not personal use. An exception is that the device may be used to make an emergency personal call.</p> <p>Personal Devices: The college will provide a monthly reimbursement for the service contract associated with a personal mobile device. The reimbursement will be based upon necessity to meet college related needs for either voice services or for voice and data services.</p> <p>Employees who receive an allowance are personally liable for monthly charges or termination fees, regardless of employment status or any change in this policy.</p> <p>Usage: Using a mobile device in ways inconsistent with College policy or with local, state or federal laws will result in immediate confiscation of a college-issued device or cancellation of monthly reimbursement for a personal device as well as possible disciplinary action up to and including termination of employment.</p> <p>Employees will not use mobile devices, either college-issued or personal, while driving a college-owned vehicle. Employees will not use a college-issued mobile device while driving any vehicle including a personal vehicle.</p>		
<p align="center">Reason for Policy</p> <p>Mobile devices can make employees more effective and efficient.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Created: 2012 Review/Revised: 10/15/20 Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
<p align="center">Definitions</p>		