

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

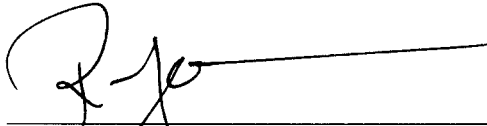
POLICY NUMBER: 0517-10

CATEGORY: Administrative Services

CONTENT: Cellular Phone and Blackberry Type Devices

EFFECTIVE DATE: Issued: October 15, 1998
Reissued: December 23, 2004
Reissued: February 3, 2006
Reviewed: February 26, 2008
Reviewed/Revised: April 12, 2010

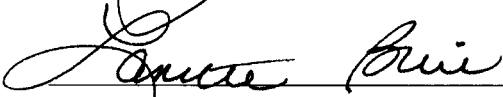
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Interim Chief Executive Officer
LSU Health Care Services Division

4.20.10

Date



Deputy Chief Executive Officer
LSU Health Care Services Division

4/15/10

Date

**LSU HEALTH CARE SERVICES DIVISION (HCSD)
CELLULAR PHONE AND/OR BLACKBERRY TYPE DEVICES POLICY**

I. PURPOSE

The purpose of this policy is to provide guidelines for:

1. Establishing and documenting the need for cellular phones and/or Blackberry type devices;
2. Obtaining agency approval for the purchase of cellular phones and/or Blackberry type devices;
3. Limiting and controlling cellular phone/Blackberry device use to HCSD business related situations concerning patient/employee care, safety, and well being or HCSD operational business matters.

II. APPLICABILITY

This policy is applicable to all LSU HCSD Headquarters and Hospital Employees.

III. STATEMENT OF POLICY

The purchase or lease of cellular phone/Blackberry type device by LSU HCSD is to assure that appropriate employees have immediate access to communications service under one or more of the following circumstances:

- Work assignments that require frequent travel in high risk areas;
- Work assignments that routinely involve the potential need for HCSD related business communications;
- When transporting patients and other means of communication are not available;
- Other situations when patient care, employee safety, or operational issues are a factor.

Cellular phones and/or Blackberry type devices purchased or leased by LSU HCSD will be limited to those with the technical features and capabilities necessary to reliably and dependably accomplish the communications needed in HCSD business related situations. Each device will be set up with a specific number of plan minutes based on the estimate of probable usage per month. The estimate of probable usage will be based on the employee's job responsibilities. Employees will be responsible for justifying overage minutes and will be responsible for payment of all non-work related overage minutes. Usage will be monitored to determine if allotted minutes per month is adequate.

IV. GENERAL

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HCS D recognizes two (2) cellular service/Blackberry device reimbursement options. Option one includes the purchase or lease and the service for a cellular phone/Blackberry device owned/leased by LSU- HCS D. Option two is for cellular service **only** when the cellular phone/Blackberry device is privately owned.

All requests for cellular phone and/or Blackberry type device service must be justified and describe the benefit to be gained from its availability and use.

Requests for cellular phone and/or Blackberry type device service must be submitted to and approved by the CEO of LSU HCS D or designee.

V. CONTROL OVER STATE OWNED EQUIPMENT

Responsibility for controlling, safeguarding, and maintaining cellular phone and/or Blackberry type device equipment will rest with the office/function/employee using the cell phone equipment

VI. EMPLOYEE RESPONSIBILITY OVER STATE OWNED EQUIPMENT

Each employee will sign for state-owned equipment when it is received and ensure that it is signed in when it is returned. When assigned, it is the responsibility of the employee to prevent misuse, damage, and theft of the equipment. Any missing equipment will be the responsibility of the employee last signing for it, pending investigation of the loss.

Each state owned device will be set up with a specific number of plan minutes based on the estimate of probable usage per month. The estimate of probable usage will be based on the employee's job responsibilities. Employees will be required to justify in writing overage minutes charges prior to being reimbursed for those minutes.

For reimbursement for cellular or Blackberry services from devices which are privately owned, each employee shall keep a record of his/her phone calls. The record shall show the following information concerning each call: 1.) date; 2.) time of call; 3.) person called; 4.) phone number called; and 5.) purpose of call. Forms (See Attachment 1) to document this information shall be made available by the manager of the office/function using the device. The record of calls will be turned in to the employee's supervisor at specified intervals (daily, weekly, monthly) for comparison and verification with the telephone bill.

VII. MANAGEMENT RESPONSIBILITY

The offices having cellular phones/Blackberry type devices shall be responsible for familiarizing employees with the operations of the equipment and ensuring that only appropriate calls are made. Each employee's cellular phone/Blackberry device call log and/or cellular phone/Blackberry device bill will be reviewed. Any potential abuse or discrepancy, including calls of questionable duration or expense, will be reported to the employee's supervisor and to the office's telecommunications coordinator for review and

justification. Appropriate disciplinary action shall be proposed by the supervisor for any unauthorized calls or other abuses. This includes, but is not limited to, obtaining reimbursement for the cost of the unauthorized calls.

VIII. PRIVATELY OWNED CELLULAR PHONES, BLACKBERRY DEVICES, and BLACKBERRY TYPE DEVICES

Employees who own a cellular phone/Blackberry device may request reimbursement for work related calls in those instances when other phone service was not available. Requests for reimbursement require the approval of the office/function manager. These requests should be made on a limited basis.

Employees who own a blackberry device may request reimbursement for data service if he/she has already processed the Blackberry University Device Approval Form and been granted approval for such a service. This applies only if the employee can attain the data service at an equal or lower rate than the contracted state rate.

IX. REIMBURSEMENT FOR TEXT MESSAGING

- Each agency issued blackberry will be set up with a minimum of 200 text messages per month plan. Employees will be required to justify overage texts and may be required to reimburse the agency for the overage. In the event job responsibilities require additional text messaging capacity requests for increase in plan coverage shall be approved by the CEO or designee.

