



“Linking Citizens of Louisiana with Opportunities for Success”

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER

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EXTENSION PROGRAMS
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Youth Development

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SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
CELLULAR TELEPHONE/DEVICE OPERATING POLICY AND PROCEDURE

PURPOSE: The purpose of this Operating Policy is to establish Center policy regarding the use, procurement and possession of cellular telephones (cell phones/devices); to ensure the use of cell phones for Center business is correctly authorized and monitored; and to ensure that the Center is correctly reimbursed for occasional incidental or emergency personal use of Center cell phones.

REVIEW: Review annually by the Chief Financial Officer of the Southern University Agricultural Research and Extension Center (Southern University Ag Center)

1. Procurement.

Procurement of Center cell phones shall be the responsibility of the Chancellor of the Center and coordinated through Louisiana Office Telecommunication's Management. Only the Chancellor shall have the authority to assigned cell phones/devices.

2. Safe Keeping.

Each employee shall be responsible for the safe keeping, care and custody of the cell phones/devices assigned to them.

3. Use.

- a. Cell phones/devices shall be used by Center employees for necessary business related to his/her employment duties and educational purposes.
b. Every effort shall be made to limit the use of cell phones/devices to necessary calls when the use of a land line is not reasonably available and the urgency of the matter requires the use of a cell phone.
c. The use of cell phones for private commercial or consulting purposes is not allowed.

Personal calls: Southern University AgCenter cell phones/devices MUST be used primarily for business purposes ONLY; personal calls are restricted. If personal calls are placed or received, and are listed on the billing, the individual must reimburse the Center for the personal minutes, up to any total overage charge shown. Providing that personal calls are kept to an absolute minimum, and that the most economical service plan that meets business needs has been chosen, no portion of the basic, routine monthly charge for service and plan-allotted minutes need be reimbursed. Specific personal calls should always be marked on all invoices and statements.

4. Incidental or Emergency Use.

Occasional private incidental use or use in emergency situations shall require that the Center is reimbursed in a timely manner for the direct cost of the incidental or emergency use of Center cell phones/devices. The administrative head of each department shall promulgate a process to review monthly cellular phone bills to ensure prompt repayment of direct cost and prohibit abusive personal use.

5. Abusive Use.

Abusing the use of Center cell phones/devices will result in the suspension of cellular phone privileges. Violations may subject employees to disciplinary action up to and including termination in accordance with the Center's disciplinary policy.

6. Applicant:

I have read and understand and agree to abide by all the above stated conditions of this policy for cellular telephone usage for the Southern University Ag Center.

Name of the Applicant

Date

Approved:

Technology Services/Date

Chancellor/Date