


Greenville Technical College Administrative Policies

Policy Name:	Mobile Communication Device		Approved by President
Policy Number:	4-GTC-106	Date Established:	10/13/2009
Date Revised:	3/13/2017	Date Removed:	

Rationale and Purpose

This policy allows the College to meet current IRS regulations as well as its fiduciary responsibility to the taxpayers of Greenville County and the State of South Carolina by providing guidelines for the use of mobile communication devices (cell phones, data devices, etc.) for business purposes.

Policy Statement

To ensure the highest degree of service, safety, and efficiency to and on behalf of the College, employees identified as requiring the use of a mobile communication device in order to perform the duties of their job may be provided a College-owned device, may be eligible for compensation for business use of their personal device, or may be allowed access to the College's servers to access their email, contacts, calendar, etc.

Scope

If an employee's job duties include the frequent need for a mobile communication device as determined by the employee's supervisor and divisional President's Cabinet member, then the employee may choose an option currently adopted by the College as outlined on the Mobile Communication Device Request Form. Eligibility criteria and the request process are outlined in the procedures, and requests may be made any time during the fiscal year. Employees using a College-owned device, being reimbursed by the College for business use, or requesting access to College servers are bound by the provisions contained in this policy and its related procedures.

Roles/Responsibilities

Any employee who has access to College data via a mobile communication device is liable for that data and must report a lost or stolen device immediately to the OIT Department.

There is no obligation on the part of the College to provide compensation and/or reimbursement for mobile communication devices. Employees entering into a contract with a service provider do so at their own risk pending approval. If, however, an employee is being reimbursed for a personal device for business use, the employee must retain an active contract with a service provider for the mobile device as long as the employee is being reimbursed. Furthermore, employees receiving compensation and/or reimbursement understand this may be a taxable benefit.

Annual review of eligibility as well as frequent audits of College-owned devices for personal use will occur. Use of a College-owned or personal mobile communication device in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the College's reimbursement for expenses and may also result in further disciplinary action.

Employees requesting a College-owned mobile communication device or reimbursement for business use of a personal device must complete the Mobile Communication Device Form. This form must be approved by their supervisor and divisional President's Cabinet member. Employees requesting access to the College's servers must also complete this form but only need their supervisor's approval.

Non-Compliance

Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.

If Applicable:	
Procedures	4-GTC-106-1 Mobile Communication Device Procedure
Forms	Mobile Communication Device Request Form
Related Documents	
Associated SBTCE Policies & Procedures	
Other Related Links (referenced above)	