

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 1004: Mobile Devices

The College’s expectations and responsibilities for certain College positions may require the need for a mobile device when off campus, in meetings or during evenings and weekends. When the requirements of a specific job mandate the use of a mobile device, and the College requires these expectations, the College will use the following guidelines to determine an employee’s eligibility for these devices.

## Criteria:

Mobile Phone: When the College considers it essential that an employee is reachable before, during or after work hours or when routinely away from their assigned work station for more than 60% of the time. Examples include: immediate response to employee relations issues, and College emergencies.

Smartphone: When the College requires an employee to retrieve information from emails or convey emails to others, schedule appointments and check calendar availability when away from the assigned work station.

Tablet: When the functionality or screen size of a smartphone is determined to be inadequate for an employee’s mobile computing needs, the College might issue a tablet instead.

Push to Talk Features: Administrative personnel in maintenance, security who have on-call and/or after-hours responsibilities and as approved by immediate supervisor.

## Procedure:

1. All requests for any mobile device must be made to the immediate supervisor, via the form Request for Mobile Device (linked to the procedure).
2. A signed Mobile Devices Security Acceptance form must accompany the Request for Mobile Device form (linked to the procedure).
3. The immediate supervisor will review and sign the Request for Mobile Device, along with the corresponding Executive Leadership Team Member.
4. Both forms will then be forwarded to the Vice President for Information Technology for action.

A periodic review will be conducted regarding the continued need for all College-issued mobile devices. This review will be conducted by the Vice President of IT in conjunction with the Executive Leadership Team, and may include the employee and/or supervisor if deemed appropriate on a case-by-case basis.

Definitions: Mobile devices include, but are not limited to, cell phones, smartphones, tablets and push-to-talk devices.

Policy Owner: Vice President, Information Technology

Updated: April 14, 2014

See Mobile Devices Request Form

See Mobile Devices Security Acceptance Form