



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Personal Cellular Phone Usage
Procedure Number: 03-2006-0016
Board Policy Reference: IV.B.

Accountable Administrator: President
Position responsible for updating: Director Human Resources
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Purpose/Principle/Definitions

The purpose of this procedure is to outline the use of personal cell phones usage during working hours.

Privately-Owned Cellular Telephones used for Personal Business

1. The use of privately-owned cellular telephones for personal business by Professional Instructional Staff and Exempt/Technical employees should be restricted to emergencies only and not used during the normal course of the business day.
2. Personal use of privately-owned cellular telephones for personal business by Classified or other employees paid on an hourly basis (part-time employees) is restricted to emergencies and usage before work begins, during rest periods, and lunch breaks only.

Legal Reference(s):

[ORS 244.010](#)
[ORS 244.020\(15\)](#)
[ORS 244.040](#)
[ORS 244.120](#)
[ORS 341.290\(2\)](#)

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)
OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinions 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001), 98A-1003 (July 9, 1998).