

#### 14.20PROCUREMENT AND USE OF CELLULAR EQUIPMENT

Temple University employees, whether full-time or part-time, may be eligible for University supplied cellular service when certain job demands cannot be conducted on a landline telephone and/or require accessibility regardless of time or place. Requests for cellular equipment and service must be approved by the appropriate Department Budget Unit Head. All cellular equipment and cellular

service charges must be processed through the Office of Telecommunications.

When provided, cellular service is for business purposes

and the cost of any personal use of cellular services must

be reimbursed to the University. See also policy on Procurement and Use of University-Supplied Cellular Equipment at <http://policies.temple.edu>.

Hand-held use of Temple University supplied cellular equipment when used to talk, text or

send/review email while operating a motor vehicle is strictly prohibited. Likewise, employees

may not read, send emails or text while walking if using Temple supplied cellular equipment.

Injuries caused to self or others in violation of this policy will be considered outside the scope of

an employee's job responsibilities and therefore, Temple University may not indemnify the

employee for any legal and/or medical related expenses related to such equipment use. In no

circumstance can cellular equipment of any type (Temple issued or not) be utilized while

operating a Temple University vehicle or a vehicle while on TU business.