CDU Policy I.E.00440 Wireless Devices

ISSUING OFFICER:  Director of Human Resources

RESPONSIBLE OFFICE:  Department of Human Resources

EFFECTIVE DATE:  September 1, 2004

REVISED DATE:  October 29, 2010

SUPERSEDES: CDU Policy I.E.00440, dated September 1, 2004

POLICY I.E.00440 – Wireless Devices

Wireless Device Policy (i.e., Cell Phones, Texting, BlackBerry, PDA’s, Laptop computers)

The Wireless Communications Device Law (effective January 1, 2009) makes it an infraction to write, send, or read text-based communication on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle.

Two additional laws dealing with the use of wireless telephones while driving went into effect July 1, 2008. The first law prohibits all drivers from using a handheld wireless telephone while operating a motor vehicle, (California Vehicle Code [VC] §23123). Motorists 18 and over may use a “hands-free device. The second law effective July 1, 2008, prohibits drivers under the age of 18 from using a wireless telephone or hands-free device while operating a motor vehicle (VC §23124).

USE OF WIRELESS DEVICES WHILE DRIVING
CDU employees and faculty are required to be familiar with and comply with local laws before using a wireless device while operating a University motor vehicle for business purposes. Safe operation of any University vehicle in the performance of University business is the responsibility of the driver and must be given appropriate attention at all times. In every situation, do not use a wireless device while the University vehicle is in motion if doing so distracts attention from driving. Additionally, all employees and faculty are prohibited from using data services on their wireless devices, such as texting or accessing the mobile web or other distracting activities, while driving. Employees and faculty are prohibited from texting or making use of electronic mail functions while the University vehicle is in motion. This prohibition includes the time waiting for a traffic signal to change.
USE OF WIRELESS DEVICES IN MEETINGS

The success of Charles Drew University is dependent on the trust and confidence we earn from our students, faculty, employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching goals through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do. When considering any action, it is wise to ask: will this build trust and credibility for CDU? Will it help create a working environment in which CDU can succeed over the long term? Is the commitment I am making one I can follow through with? The only way CDU will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

We all deserve to work in an environment where we are treated with dignity and respect. Charles Drew University is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success. We cannot afford to let anyone’s talents go to waste.

PROCEDURES I.E.00440 Wireless Devices

The University understands that on occasion, faculty, employees, and administrative members may have to occasionally use a personal wireless devise for various reasons (i.e., expecting a call, emergency situations, medical practice, etc.). However, the use of personal wireless devices during University meetings will be prohibited, if not limited.

1. All wireless devices are to be turned off or set to vibrate before entering a business meeting, conference, or brainstorming session.

2. Employees, administrative, and faculty members will be prohibited from using wireless devices (includes, taking calls, making calls, emailing, web-browsing, and text messaging) while business meetings, conferences, or brainstorming sessions are being held.

3. In the event of an emergency or an expected phone call, notify the meeting facilitator of the circumstances surrounding the emergency or the expected phone call prior to the start of the meeting.

4. The employee, faculty, or administrative member will be instructed to step out of the meeting for a short duration to take the call.

5. When taking a phone call, keep a low voice or find a quiet area to talk.

Failure to abide by the guidelines of this University policy will result in disciplinary action up to and including termination of employment.

Applicability: All Staff and Faculty Members