

D - HCU Cell Phone Policy

HCU may purchase and maintain service contracts for communication devices used by officers.

Article I - Communication Devices

- Section 1 **Assignment** - The HCU shall approve all communication devices provided to an officer. Assignment shall be evaluated on a case by case basis.
- Section 2 **Usage** - Communication devices shall only be used for union business.
- Section 3 **Purchases** - All purchases of communication devices shall be approved by the board. All contracts will be approved by the board before the contract is started.
- Section 4 **Revocation** - Phone assignments may be revoked at any time by the Executive Board. If an officer is no longer a member of the board, they shall return the communication device to the HCU office.

Article II - Reporting

- Section 1 **Bill Tracking** - Service bills shall be archived by the treasurer. If the treasurer is provided a communication device, the President will review the service bills.
- Section 2 **Overages** - If the service bill is above the budgeted monthly amount, a report will be given to the Executive Board explaining the overage.

END OF POLICY
APPROVED 8/30/2017