

Facilities & Services Policies, Procedures, and Guidelines

Purpose: Many employees use F&S-issued cell phones or other electronic devices. These guidelines outline the use of and responsibility for those devices.

Owner: Shared Administrative Services

Guidelines: Employees in possession of F&S electronic equipment such as cellular phones, pagers, tablets, etc., are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee must produce the equipment for return or inspection. Employees unable to present such items in good working condition within the specified period (24 hours) may be expected to bear the cost of a replacement.

1. Employees who separate from employment with outstanding expenses may have those expenses deducted from their final pay.
2. Employees who have a technical issue with a cell phone, pager, radio, or any other F&S-issued electronic device must contact Information Technology Services (ITS).

Violations and Responsibility: Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Employees who violate this policy may be subject to disciplinary actions, up to and including discharge.

Contact: Information Technology Services fandssupportdesk@illinois.edu, 217-244-6350, or at <https://supportdesk.fs.illinois.edu/helpdesk>.