

**School of Pharmacy**  
**Dean's Office Employee Cell Phone Policy**

For: School of Pharmacy / Dean's Office Employees  
Effective Date: September 1, 2008

Employees with School Cell Phones are responsible for reviewing monthly phone bills for their phones and for reimbursing the School of Pharmacy when personal usage exceeds 10% of the total usage.

If personal usage exceeds 10%, employees will reimburse the school for their prorated share of the monthly phone bill based on minutes used.

Approved: William J. Cooper  
Associate Dean, Administration and Finance

NDE:rgj

Created: August 11, 2008