

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 54

SUBJECT: Wireless Communications Policy

EFFECTIVE DATE: March 3, 1998

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. INTRODUCTION

The Department of Transportation and Development (DOTD) recognizes the importance of mobile telephone communications, specifically in the flexibility it provides certain employees to ensure connectivity away from their workplace to maintain effective and efficient operations. However, DOTD also acknowledges that with this flexibility, the potential for misuse and neglect exist.

This policy is intended to provide guidelines to DOTD employees for the proper acquisition and use of wireless personal communications devices, including cellular telephones, personal digital assistants (PDAs), Blackberry Phones, Smartphones, pagers, and associated services, hereinafter referred to as "device (s)."

2. OVERSIGHT AND SERVICE PLAN OPTIONS

The employee's Appointing Authority will evaluate each employee's need for a device to perform his/her customary job duties. In so doing, the Appointing Authority, along with concurrence from the respective Office Head (Deputy Secretary, Chief Engineer, Undersecretary, Assistant Secretary of Operations, Commissioner of Multimodal Commerce or Assistant Secretary of Planning), will authorize the use of a device in accordance with one of the following service plan options:

- A. The employee, at his/her own expense, will purchase a device, which will be utilized for personal and business needs. The employee will be paid a monthly allowance in the amount of \$35.00 for cellular telephone use. There will be no reimbursement for any charges related to the business use of this cellular phone other than this monthly allowance.
- B. The employee, at his/her own expense, will purchase a device, which will be utilized for personal and business needs. The employee will be paid a monthly allowance in the amount of \$75.00 for cellular telephone and data use (including, but not limited to, mobile email, text messaging, and Internet). There will be no reimbursement for any charges related to the business use of this device other than this monthly allowance.

3. PROCEDURAL GUIDELINES

- A. Acquisition and Payment

SECRETARY'S POLICY AND PROCEDURES MEMORANDUM (PPM) NO. 54

SUBJECT: Wireless Communications Policy

Page 2

- (1) Services shall only be approved for those employees whose duties frequently require them to be away from their workplace or in environments where use of other means of communication would either severely disrupt job performance or is unavailable.
- (2) The Appointing Authority, along with concurrence from the Office Head, will be the approval authority for this policy and shall do so in writing by executing the Justification Memo (Refer to the intranet Human Resources Job Aids and Forms for the Justification Memo) and the Employee Acknowledgement Form (Refer to the intranet Human Resources Job Aids and Forms for the Employee Acknowledgement form) in accordance with the Employee Assignment Chart (Refer to the intranet Human Resources Job Aids and Forms for the Employee Assignment Chart).
- (3) The monthly allowance set forth herein will be paid over twenty-six pay periods each year and will appear as earned income on the employee's remuneration statements for tax purposes. Internal Revenue Service regulations require that this allowance be included as income on the employee's W-2 Form, with appropriate taxes and retirement benefits withheld as a matter of law.

B. Employee's Responsibilities

- (1) An employee receiving a monthly allowance for use of a device/service is required to immediately notify his/her Appointing Authority if the service is discontinued.
- (2) An employee receiving a monthly allowance for a personal device/service may be required to provide, on a periodic basis, billing statements for review by his/her Appointing Authority for the purpose of verifying his/her substantial usage of such device for business purposes.

C. Appointing Authority Responsibilities

- (1) Determine whether an employee has a need to possess a device for business use.
- (2) Re-evaluate each employee's device usage to determine whether the use of such a device serves the Department's interests.
- (3) Notify the HQ Human Resources Section upon the transfer of an employee to a different position number that will no longer need a device for business use.

SECRETARY'S POLICY AND PROCEDURES MEMORANDUM (PPM) NO. 54

SUBJECT: Wireless Communications Policy

Page 3

- (4) For good documented cause, may reimburse additional service costs based upon the employee's excessive business use of such device.

4. USE OF WIRELESS COMMUNICATION DEVICES

Employees are prohibited from using wireless telecommunications devices (excludes State of Louisiana two-way radio devices) while driving a state-owned, state-provided, or personal vehicle when conducting Department business. This includes writing, sending, or reading a text-based communication and engaging in a call. Use of a wireless telecommunications device is permissible for passengers in such vehicles.

Exceptions:

- (1) To report a traffic crash, medical emergency or serious road hazard.
- (2) To report a situation in which the employee believes his/her personal safety is in jeopardy.
- (3) To report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
- (4) To engage in a call or write, send or read a text-based communication while the vehicle is lawfully parked.

5. ENFORCEMENT

The unauthorized use or abuse of the privileges afforded by this policy may result in disciplinary action and limitations upon the future issuance and use of such devices.



Shawn D. Wilson, Ph.D.
Secretary