


WAYNE STATE UNIVERSITY

ASSOCIATE VICE PRESIDENT

FACILITIES PLANNING AND MANAGEMENT
5454 CASS AVENUE
DETROIT, MICHIGAN 48202

MEMORANDUM

To: All FPM Personnel

From: James R. Sears 

Subject: **Cell Phone Usage - Policy**

Date: April 22, 2008

Effective immediately, use of cell phones, including those with earpieces, wearing of earpieces and hands free sets for non-university business purposes, is to be limited to breaks and/or lunch times. It will be allowable to use your cell phone for University calls, for example, to contact your Supervisor or Director.

If you must answer an outside or personal call on your cell phone, please tell them you will call back during break or lunch.

If you are seen talking on a cell phone during working hours, you may be subject to disciplinary action, up to and including discharge.

KAB/OW

D:JRS 2008: jrs mem – cell phone policy 4.22.8

CC: Policy File