



Telecommunications Policy

Guidelines

Employees must adhere to policies on acceptable use of technology as outlined in the Employee Handbook.

Communications with Students

Employees who communicate with students must use either Outlook, Teams, CampusNexus, or other approved platform. Employees are prohibited from communicating with students using their personal email and/or phones. Employees violating this policy will be subject to corrective action up to and including termination.

Cell Phone Access

Select roles in the Organization require accessibility outside of the standard business hours. The cell phone allowance will help assure that key leaders are reachable to meet the needs of students and employees.

Eligibility:

- Company cellular phones may be issued to Ember Education leaders and the Colleges' senior leaders.
- Mobile phone allowances will be granted to key roles designated by the Colleges' Presidents or Ember's Education's Chief Operating Officer.
- All other employees **shall not** use their mobile devices to conduct company business.

Allowance:

Eligible employees whose roles require them to be accessible outside of the standard hours of operation and who use their personal phones will be provided a \$40 monthly allowance to defray the cost of their mobile phone service. Payments will be processed via payroll and will appear on employees' biweekly paycheck. The allowance is calculated as follows: \$40 per month x 12 months = \$480 annually ÷ 26 pay periods = **\$18.46 per pay period**. If an employee finds that the cost of the cell phone service they use for work exceeds the allowance, they should contact Employee Relations at AskHR@embered.com and ask for a review. The employee may be asked to submit their invoices.