

COMMUNICATIONS

Cell Phones/ PDA's or Wireless Messaging Devices

The Diocese will not purchase or reimburse employees for purchase of cell telephones, PDA's or wireless messaging devices. However, at their discretion, Division Directors at Chancery and Pastors/Parochial Administrators/Parish Life Directors at Parishes may authorize payment for cell phone, PDA's or Wireless Messaging Devices monthly service and air time charges for those employees whose jobs require that they be accessible at all times, that spend much of their time in out of office appointments, or that participate frequently in evening meetings. Such payment will be within limits of approved Parish and Chancery department budgets.

Employees whose jobs do not require cell phone/PDA's or Wireless Messaging Devices use, but who own cell phones and who sometimes use them for business purposes, may submit copies of their personal cell phone bills for reimbursement of business calls. In this case, it is expected that professional use will be quite limited and reimbursement charged to the approved telephone budget. Also, in this case, the Diocese will reimburse only the airtime charges for business calls.

Cell phones, PDA's or Wireless Messaging Devices primary use should be for business calls in the workplace, except in the case of a personal emergency.

Chancery

Employees whose business use of cell phones, PDA's or Wireless Messaging Devices has been approved should enroll in the Diocese's group account. The Finance Department will assist the employee in choosing the most appropriate and economical service plan. The Finance Department will provide cell phone, PDA or Wireless Messaging Device users and/or their Department Directors copies of the monthly itemized billings for payment authorization and for identification of personal calls, which must be reimbursed within 10 workdays.

Pagers/PDA's with wireless messaging capabilities

Within the budgeting process and at their discretion, Pastor/Parochial Administrator/Parish Life Director and Chancery Division/Department Directors may approve payment of charges for business use of pagers and PDA's with wireless capabilities. The Diocese will not purchase or reimburse employees for purchase of pagers or PDA's with wireless capabilities.

Home Phones

The business use of one's home telephone may be reimbursed on a per call basis.