

MTA Issues New Cell Phone Policy with Tougher Guidelines on Assignment, Use

(Jan. 11) The MTA has issued a new policy that includes more stringent guidelines on assigning and using the agency's 400 cellular phones.



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An employee Workout Team recommended cost-saving measures that guided development of the revised policy, IT-4, and evaluated ways to reduce agency operating costs. The policy includes specific criteria for defining a department's business need for cell phones.

Written justification required

Among the new guidelines is the requirement for written justification for cell phone assignments. An employee requesting permanent use of a cell phone must indicate how often he or she expects to respond to emergency situations in locations where MTA phones or public phones are not readily available.

The policy also directs requesters to indicate whether a cell phone unit can be shared with other members of the department. Temporary assignment of cell phones now will be limited to a maximum of 10 days.

Employees responsible

Employees issued a cell phone are responsible for its safekeeping and for reconciling monthly phone charges. Employees are required to deduct any personal calls from the MTA's bill. The policy says employees may be reimbursed for MTA-related business calls made on their personal cell phones.

The MTA currently owns about 300 Motorola analog cell phones and 100 Nokia or Samsung digital cell phones. ITS is upgrading all cell phones to digital technology, a process that will take a couple of years, according to Oscar Quiroga, ITS Systems Maintenance manager.

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