

# **402 Smart Phone Eligibility And Requests**

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### **402.1 Approval for Assignment of Smart Phone:**

An employee must obtain approval from the employee's supervisor and Executive Director before submitting a request for assignment of an Archdiocesan owned Smart Phone to the Division of Information Technology.

### **402.2 Smart Phone Request Form:**

All Smart Phone requests must be made through an IT Smart Phone Request Form, [available here](#).

### **402.3 Eligibility for Assigned Smart Phone:**

Eligible employees are exempt employees who often check and respond to email outside of normal working hours, use Microsoft Outlook Calendar to track appointments and schedule meetings and events, and Contacts to store business contact information, and:

- 1) The employee's job function requires substantial travel outside of the Catholic Center and near instant access to email, contacts, calendars and other Smart Phone functions; or
- 2) The employee participates in a large quantity of meetings within the Catholic Center which require frequent and immediate coordination with others.