

## **Cellular Phone Procedure**

This procedure outlines the use of personal cell phones at work, the personal use of agency cell phones and the safe use of cell phones by employees while driving.

Procedures:

### **1. Personal Cellular Phones**

While at work employees are expected to have their cell phones off during work hours. Employees are therefore asked to make any other personal calls on breaks and meal periods. Please ensure that friends and family members are aware of the agency's procedure.

Flexibility will be provided in circumstances demanding immediate attention, such as safety while home visiting. If home visiting, personal cell phone may be put on silent in order to have easy access to dial 911 in the case of an emergency.

The agency will not be liable for the loss of personal cellular phones brought into the workplace.

### **2. Agency Provided Cellular Phones**

Staff issued cell phones are based on Agency need. In order for cell phones to be issued, positions will be required to have a potential for an emergency related need and or the need for persons to contact when away from the office. It is expected that cellular phones will be utilized for business use only.

If an employee experiences a severe personal emergency that results in the need to use the company's cellular phone, he or she is required to report this use to the Fiscal Department within 48 hours. The employee will be asked to sign a form specifying the number called and the reason for the call, as well as a specific authorization to deduct the cost of the call from his or her paycheck when the bill is received.. Failure to report such use may result in disciplinary action. Failure to reimburse the company for the cost of the call will result in a tax liability for the employee as well as possible disciplinary action.

Employees in possession of agency equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

### 3. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.