

526 Cell Phone Policy

Effective Date: 11-1-2017

Revision Date: 11-1-2017

This policy outlines the Agency's guidelines for using cell phones at work. Cell phones (and smartphones especially) have become an integral part of everyday life, on and away from the job. These devices are a valued asset when used properly, such as for productivity, scheduling, and communication.

Imprudent or excessive use of cell phones can cause loss and/or abuse of public assets.

Cell phone use that is not business-related causes employees to be distracted or disturbed. It can cause security breaches, accidents, and other problems.

Thus, employees are required to adhere to the following guidelines during work hours:

- Use Agency-issued phones for business purposes. Personal use should be for communication only, and should be kept to a minimum.
- Access the Internet minimally, and primarily only when the access is related to Agency business.
- Turn off or silence the phone when asked.
- Refrain from playing games on the phone during work hours.
- Refrain from using the phone while driving any vehicle at any time, Agency or personal.
- Refrain from using the phone's camera or microphone to record confidential information.
- Refrain from using the phone in areas where cell use is explicitly prohibited.
- Refrain from downloading or uploading inappropriate, illegal or obscene material at any time.

Properly using cell phones workplace includes:

- Making business calls only.
- Using productivity apps where required.
- Speaking on their phones out of earshot of colleagues' working space.
- Checking important messages in a timely manner.
- Making brief personal calls away from the working space of colleagues.

Disciplinary Consequences

The Agency retains the right to monitor employees for excessive use (talk, text, or data) or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with Agency operations, the employee will be subject to disciplinary action, up to and including termination.

Employees in possession of Agency equipment (e.g., pagers, radios, tablets, handheld devices, etc.) are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee's final pay check.