


City Manager's Office
Administrative Order No: 023
Issued: 03/04
Revised 01/07



Approved by Marc Grisham
City Manager

Subject: Cellular Phones in the Workplace

Purpose: This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving.

Policy: It is City policy that cellular phones shall be utilized for business purposes only and in a safe manner while employees are on paid City time.

Procedures:

1. Personal Cellular Phones

During paid work time, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of any City phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the City encourages is to limit personal calls during work time to an average of no more than two or three short-duration calls per day as needed. Employees are expected to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to an employee's supervisor.

The City will not be liable for the loss or damage of personal cellular phones brought to the workplace. The City does not expect and discourages employees utilizing their personal cell phone for conducting City business.

2. Personal Use of City – Provided Cellular Phones

Where job or business needs demand immediate access to an employee, the City may issue a City-owned and serviced cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited by the user department to ensure no unauthorized use has occurred.

If an employee experiences a severe personal need to use the City's cellular phone significantly beyond the reasonable standard referenced in paragraph one of section one above, he or she is required to report this use to the Finance Department within 48 hours. The employee *may* be asked to sign a form specifying the number(s) called and the reason for the call(s), as well as

a specific authorization to deduct the cost of the call from his or her paycheck when the bill is received.

Upon recommendation of the appropriate department head and approval of the Finance Director and City Manager, an employee may be authorized to use a City-provided cell phone for personal use. If approved, the employee using a City cell phone for personal use shall execute an agreement with the City to pay one-half of the monthly cell phone bill, or an appropriate portion of the bill, through a payroll deduction.

Employees in possession of City 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.

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.

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 are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional discussion and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

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 a cellular phone while driving may be subject to disciplinary action and personal liability resulting from such traffic violations.

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

4. Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.