

SECTION: ADMINISTRATION

SUBJECT: PERSONAL CELL PHONE USE

Original Resolution No.: 08-06-09

Personal Cell Phone Use

It is the policy of the County of Warner No. 5 to restrict the use of personal cell phones with their various functions, as well as other listening devices during work hours and while on the job with the County. Their use during work hours can be distracting and contribute toward accidents and injuries, as well as reducing the productivity of employees.

Guidelines

1. All personal cell phones are required to be completely turned off while employees are at work. This includes using a host of additional functions and/or services, including text messaging and digital photography that come with the use of cell phones.
2. Employees may leave a message on their personal cell phone with a County work number, so family members can call the County's telephone number in order that the employee may be contacted for emergency purposes. No personal calls are allowed during work hours unless it is an absolute emergency.
3. No County business (official or otherwise) is to be discussed on personal cell phones.
4. Use of personal cell phones is to be limited to lunch time and coffee breaks. If personal cell phones are used during these times, employees should respect the space of others by not using the cell phone use within twenty (20) feet of another employee, as well as placing the phone on vibrate or silence mode for receiving calls.
5. Use of a personal cell phone is not allowed when driving any of the County vehicles or equipment and must be turned off while you are in them.
6. Only County issued cell phones are allowed to be used on the job and for County business only. County employees who need to conduct County business using a County cell phone must ensure that it is safe to do so before they make or receive a call. If an employee is driving a County vehicle or equipment, or their own personal vehicle while attending to County business, they are encouraged to be stopped or parked in order to make or receive a call. Use of the County owned cell phones are for work related calls only, and only when it is safe to do so.
7. Personal listening devices such as CD's, MP3's, Ipods, radios and tape players, which require the use of headphones, are not allowed in the workplace or while driving any of the County owned vehicles or equipment. However, they may be used during lunch and coffee breaks.
8. Discipline - Violation of this policy will subject an employee to disciplinary action as outlined in Safety Adherence Policy 260.06 and may also include immediate termination.
9. Management has the right to waive conditions of this policy on a temporary or permanent basis for reasons which Management deem to be important, valid and in the best interest of the County.