

CELL PHONE USAGE POLICY

Adopted: February 26, 2008

Updated: March 13, 2012

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls.

Personal Cellular Phones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Personal calls and text messaging during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are expected to make personal calls or engaging in text messaging during non-work time and to ensure that friends and family members are aware of the Otsego County Cell Phone Usage policy. While excessive personal calls and text messaging is strictly prohibited, department heads may allow limited personal calls, text messaging, and other similar forms of communication, at their discretion.

Otsego County will not be liable for the loss of personal cellular phones brought into the workplace.

County-Provided Cellular Phones

Where job or business needs demand immediate access to an employee the County may issue a business cell phone to an employee for work-related communications.

Employees in possession of County issued 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.

Safety Issues for Cellular Phone Usage

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones. 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 – use of a cell phone while driving is not required by the County. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

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.

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.

Failure to follow this policy may result disciplinary action up to and including termination.