

# CITY OF TAYLORVILLE CELL PHONE USAGE POLICY

## **Policy Statement**

The City of Taylorville recognizes that certain job functions require that an employee be accessible by phone when they are not in the immediate City department area. In regard to cell phone usage, the City encourages limited cell phone use for the purpose of conducting City business. Furthermore, it is the responsibility of the employee to use a cell phone in a prudent and safe manner to protect themselves, their co-workers and the general public.

The purpose of this policy is to provide guidelines for City business related cell phone usage. The use of "cell phones" includes "hands free" devices, not limited to speakerphones and ear buds.

## **USE OF CELL PHONES TO CONDUCT CITY BUSINESS:**

Driving while conducting City business on a cell phone is prohibited.

### **Use of Cell Phones for Personal Calls:**

1. The use of cell phones for personal calls during working hours, including but not limited to cell phone calls while operating City equipment, is strictly prohibited except for bona fide emergency situations.
2. Employees may however; use cell phones for personal calls during break or rest periods and/or lunch periods, provided the individual is not driving a city vehicle. If a cell phone is used during break or rest period, and/or lunch periods, the length of the personal call shall not exceed the break or lunch time period.

## **Policy is Not a Contract**

This policy does not constitute a contract, and the City reserves the right to change the policy at any time.

## **Violation of this Policy**

Violation of this policy can result in disciplinary action up to and including termination.