Facilities Management Services Division

Personal Cell Phone Usage Policy

Subject: USE OF PERSONAL CELL PHONES IN THE WORK PLACE

Effective Date: January 08, 2009

Scope
This policy applies to all Facilities Management Services Division Employees

Policy
This policy is intended to ensure safety and an appropriate work environment while permitting employees to coordinate the details of their private lives.

Action
The advent of cell phones has created unique situations for individual communication. While these instruments provide opportunities for real time exchange of ideas with families and friends, their use in the work place can create a safety hazard and detract from the core mission of the Division. In order to ensure continued safety and a focus on our mission the following guidelines are offered for cell phone use.

1. Personal cell phones may only be used during supervisor approved breaks and lunch periods, otherwise they should be off.

2. Family member(s) should continue to call extension 3-0600, 3-0700 or 3-0800 for urgent/emergency calls.

3. When required, calls of a personal nature that cannot be made during lunch or break, such as doctor's appointments, financial transactions, childcare arrangements, auto repairs, and other personal business, should be coordinated with your immediate supervisor and held to a minimum so as to not degrade the daily schedule.

4. Cell Phones whether personal or business may not be used while driving a university vehicle (please refer to Vehicle Policy for exception).

Supervisors have the responsibility to ensure that personal cell phone use does not detract from the daily routine or create safety hazards. Excessive use or abuse of cellular telephones in the work place may lead to disciplinary action. The supervisor may also direct employees not to bring phones on the job site.

My signature acknowledges that I have read and understand the above policy relating to personal cell phone usage and that violators of the policy may be subject to disciplinary action.

Signature_____   Date_____