

6480 - Employee Personal Cell Phone Use

2011 6480

Personnel

SUBJECT: EMPLOYEE PERSONAL CELL PHONE USE

This policy is meant to ensure that District employee cell phone use while at work is both safe and does not disrupt District operations. Unless otherwise authorized by a direct supervisor, employees may only use personal cell phones during work hours in an emergency. Supervisors have the discretion to determine appropriate locations for use.

This prohibition on non-work-related personal cell phone use covers, but is not limited to, e-mailing, texting, internet messaging, using other forms of social media like Facebook or Twitter, and accessing the internet. Such activities are distracting, take away from productive time and may be conducted only during breaks or lunches.

All personal cell phones must be set to "vibrate" during work hours.

Adopted: 4/11/11