

# CELL PHONE POLICY

## INTRODUCTION

The Allen Park Housing Commission may provide cellular telephones (“cell phones”), or provide compensation for cell phones for employee use in the normal course of their duties. Commission cell phones should be used primarily for business purposes. Personal telephone calls are permitted, but should be kept to minimum number and minimum length of time.

## POLICIES

USE OF CELL PHONES WHILE DRIVING Employees are prohibited from using Commission-funded or personal cell phones while driving agency or personal vehicles on agency business. If an employee needs to use a cell phone while driving on agency business, the employee must pull off the road to a safe location to use the cell phone. If there is a passenger in the vehicle, that person may place or take the call. Inform regular callers of your driving schedule and when you will be able to talk.

PERSONAL CELL PHONE USE: Use of an employee’s personal cell phone is allowed during working hours but calls must be limited and not interfere with the employee’s duties and responsibilities at the Housing Commission. If abuse is identified then the employee is subject to reprimand.

If the Commission requests that an employee use their personal cell phone for Commission business then the Commission will reimburse the employee for actual charges incurred. (Examples would include the need to place a call while working on a vacant unit or inspecting a property, etc.)

CELL PHONE COURTESY: Through cellular phone use is allowed, it is important to remember that using cellular phones in a loud or disruptive manner is prohibited on Housing Commission property. When disruptive behavior is identified, a supervisor or the Executive Director will take appropriate steps to discontinue the disruption.

Courtesy should always prevail. If an employee is in a meeting then courtesy dictate that a cell phone or pager should be place on mute, whenever possible.

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## CELL PHONE USE AND POSSESSION – EMPLOYEE AGREEMENT

I acknowledge that I am being provided with the funding for the usage of a cell phone, at the expense of the Commission for the communication in connection with my job duties. I agree that any charges incurred from my usage of the cell phone beyond the Commission's agreed upon funding that are not directly related to Housing Commission business must be paid by me. I agree that I am responsible for loss of the cell phone and equipment and for all cell phone and equipment breakage that is not due to normal wear and tear. I agree to maintain call phone activation during my employment.

I agree to keep all the cell phone battery charged and the cell phone turned on and with me at all scheduled times so that I can be reached by Housing Commission staff. I agree to return calls placed to the cell phone in a timely manner (15 minutes).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date