

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PERSONAL USE OF CITY OWNED COMMUNICATION EQUIPMENT

1.0 PURPOSE

To provide for control of incoming and outgoing personal cell phone, telephone, and fax machine.

2.0 POLICY

- 2.1 Where job needs demand immediate access to an employee, the city may issue a business cell phone to an employee for work-related communications.
- 2.2 Phones, including FAX machines, are to be used for business and may be used for personal business on a very limited basis.

3.0 PROCEDURE

- 3.1 To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.
- 3.2 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: Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the company's policy.
- 3.3 The city recognizes that there are some instances where excessive use of city issued cell phones is unavoidable. In such cases where an employee believes they may go over their maximum allowable minutes because of city business, they should notify their supervisor immediately.
- 3.4 If an employee does not receive a copy of telephone calls logged to their number(s) indicating long distance usage, the employee should request a copy from the Accounting Supervisor.

3.5 When a personal long distance call must be made, the employee will pay for the call at the front desk.

4.0 EMPLOYEES RESPONSIBILITIES

4.1 Employees in possession of city equipment such as cellular phones are expected to protect the equipment from loss, damage or theft.

4.2 Employees who separate from employment are expected to return the issued cell phone in good working condition.

4.3 Violation of this policy may subject the employee to disciplinary action up to and including legal action.

EFFECTIVE: 09-26-05

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:

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