

## **Phone Policy**

The District's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

1. Personal Phone Calls & Texts
  - a. Personal phone calls, messages, and texting, audio/video recording, and other features of employees private cell phone or the District's equipment, are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees.
  - b. If an emergency situation arises and the District-issued cell phone must be used for a personal call, the employee is responsible for reimbursing any costs incurred.
  - c. Employees are expected to protect the District-issued mobile equipment from loss, damage, or theft.
2. Cell Phone Use in Vehicles
  - a. All employees are expected to follow applicable state & federal laws regarding the use of cell phones, PDAs, or other hand-held devices at all times. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion. This includes dialing, answering, texting, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion. Safety must come before all other concerns.
  - b. Employees shall pull off the road and safely stop before placing or accepting calls or checking messages.
  - c. This policy does not include passenger use of cell phones.
  - d. This prohibition is in effect regardless if the cell phone is issued by the District or is privately owned by the employee.
3. Phone Use in Business Meetings
  - a. Phone use during meetings, to include texting, unless specifically required and authorized, is forbidden. Cell phones must be turned off and/or calls forwarded to the message feature.

NO ADMINISTRATIVE REGULATION

END OF POLICY