

## CELLULAR PHONES

Personal cell phones must be turned off or put away during an employee's working time. Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time/lunch time); however, these calls must be received and placed away from working and patron areas. Employees may make and receive local personal calls on the library's telephone during working hours if an emergency arises. If an employee has a family emergency situation where they need access during working hours to their cell phone, they should immediately discuss this with their supervisor. Some jobs require use of a cell phone; this will be at the discretion of the Director. These job positions will be allowed to have a cell phone on and with the employee during working hours; however, the phone is not to be used during this time for personal use (see above exclusions).

Employees while on duty must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction/maintenance speed zone. Drivers should not remove their eyes from the road to look for, reach or answer the phone. Avoid intense, emotional or complicated conversations while driving. Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain. Give driving your full attention. Do not take notes or look up phone numbers while driving. Do not compose, send, or read electronic messages while operating a motor vehicle.

Failure to adhere to this policy, including the safety rules, can result in severe discipline, up to and including termination of employment.

Approved 7-27-17

I have received a copy of the cell phone policy.

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Name

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Date