

Cell Phone Policy	Adopted Date: 10/16/18
All Town Hall Employees and Others	Policy & Procedure No.

### Cell Phone Use Policy

The following are **the Town of Freetown's** basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

The Town is cognizant that there are occasions where an employee will be required to use their personal cellphone during the course of the work day for a personal call or text such as doctor appointments, family emergencies, etc. These situations shall be allowed on a periodic or occasional basis as long as they do not increase in frequency, interfere with departmental operations or are disruptive to other office personnel.

If a pattern of abuse is created by the use of personal cellphones by an employee during working hours, the personal use of cellphones in the work place may be additionally regulated or eliminated within the office workplace by the Department Head with a final review and approval by the Town Administrator.