

# Village of Roscommon Cell Phone Policy

**PURPOSE:** To provide a set of guidelines governing the use of Village-owned & employee-owned cellular telephones by Village employees.

## **Employees Eligible for Phones**

Each full-time Department of Public Works' employees shall be provided a Village issued Cell Phone

## **Oversight Responsibility**

The Village Manager shall be responsible for oversight of city-owned cell phone usage, and shall monitor and review such usage on an on-going basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed. The Village Manager shall be responsible for enforcing this policy, and implementing any corrective and/or disciplinary action when there is a violation of the policy.

## **Type of Phone**

The make and model of phones furnished for employees use shall be as determined by the Village Manager and Department of Public Works Director. An employee, who wishes to upgrade their Village-owned phone, shall do so only with the approval of the Village Manager, and at their own expense.

## **Ownership of Phone**

Phones provided by the Village shall be the property of the Village. The theft or loss of a phone must be reported to the Village Manager within twenty-four hours of the event. Upon cessation of employment with the Village, the employee must return the phone to the Village Manager to be redirected as needed.

### **Phone Usage**

Village-owned phones are provided to employees because of a business need and as such it is reserved primarily for official Village business. Employees are expected to exercise good judgment while using Village cellular telephones. The general use of Village cellular telephones shall not be in lieu of other readily available, cost-effective means of communication.

Village cellular telephones are a public resource and shall not be misused for personal calls. Should an employee choose to use a Village-owned cellular phone for personal calls, they shall be obligated to reimburse the Village an amount of \$10 per month, which shall be deducted from the first paycheck of each month. Should the usage exceed the allowable minutes as purchased by the Village, the employee shall be obligated to reimburse the Village for the overages.

If an employee does not wish to make personal cell phone calls, he or she can decline to pay the monthly fee of \$10. However, the Village Manager will monitor the usage of this phone to determine if work-related phone calls are only occurring.

### **Damaged or Lost Phone**

In the instance of a phone loss or damage, the Village will pay for the cost of replacement/repair. Should there be any subsequent loss or damage to the phone **DUE TO NEGLIGENCE OF THE EMPLOYEE**, then the employee shall be responsible for the cost.

### **Prohibited Usage of Phone**

Frequent or repeated use of cellular telephones for personal calls during normal working hours may result in revocation of the Village-owned cellular telephone and/or disciplinary action. Employees are encouraged to utilize their breaks or lunch periods to make or receive personal calls.

Village cellular telephones shall not be used for text communications.

Village cellular telephones shall not be used to make personal calls to services which bill by the minute for information or services provided.

### **No Expectation of Privacy**

Village-owned cell phones are given to employees to assist them in performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send, or receive on their cellular phones.

By use of the Village's cellular phone, users, expressly waive any right of privacy in anything they create, store, send or receive on their cellular phones. Users consent to allowing the Village Manager to access and review all materials that users create, store, send or receive on the cellular phones. Users understand the Village of Roscommon may use human or automated means to monitor use of its resources.

**Modifications to the Policy**

The Village Manager will monitor the experience with cell phones. If necessary, modifications will be made to the policy and submitted to the Roscommon Village Council for adoption. The Village reserves the right to modify or discontinue this policy at any time.

**Adopted August 24, 2009**

***I have received a copy of the Village of Roscommon Cell Phone Policy and agree to abide by the policy. I understand that improper use of a cell phone will result in disciplinary action by the Village, up to and including termination. Improper use includes, but is not limited to, any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive communications.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date