

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Cellular Telephones
POLICY NUMBER: 2093
ADOPTED: November 22, 2004
REVIEWED: June 21, 2016, September 11, 2020, April 14, 2021
REVISED: January 27, 2014; January 25, 2021, June 28, 2021

2093.10 The purpose of this policy is to establish uniform guidelines for the purchase and use of cellular telephones and the appropriate use of the phone and plan.

2093.20 The District's business needs have determined that all employees are required to possess and use cellular phones to enhance normal and emergency operations. The General Manager and Public Works Superintendent has determined that cellular telephone service is required, and provided by the District, based on reviewing the following guidelines:

2093.21 Safety/Emergency Response: The employee's duties involve monitoring, responding or performing other duties or activities that are essential to the safe operation of the District facilities, such that making mobile communication with a cellular telephone is necessary.

2093.22 On-Call: The employee's job assignment involves being on-call, either on a formal assignment basis or as an inherent level of responsibility based on the responsibilities of the position.

2093.23 Fieldwork: The employee's normal work duties involve the need to communicate from the field with non-District and District employees. Typically, this will involve working in locations where no public telephone is reasonably available or practical.

2093.30 The District reserves the right to monitor usage of all District provided cellular telephones. Employees shall be familiar with the required protocol and skill set for effective usage of a cellular telephone.

2093.31 Employees shall use discretion in relaying confidential information over cellular telephones. Care shall be exercised to prevent equipment theft or vandalism.

2093.32 Employees shall not use a cell phone, smartwatch or any other mobile device while driving.

2093.33 The General Manager, or designee, shall approve the purchase and/or installation of cellular telephones. It shall be the responsibility of the General

Manager to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

2093.40 It is the responsibility of the General Manager and Finance Officer to determine which cellular plan is appropriate based on estimated phone usage. The plan should address the amount of airtime and other features needed to effectively perform assigned duties. Plans should not be inflated to simply make sure they are sufficient.

2093.50 A District-provided wireless telephone and wireless telephone airtime service are to be used for official District business only. However, it is understood that incidental personal calls will sometimes be necessary. Field staff cell phones shall remain, plugged in, at the District office during non-business hours.

2093.51 The District recognizes that work related situations, such as the necessity to work unanticipated overtime or family emergencies may require the use of a cellular telephone by an employee for personal business. Cellular telephones shall not be used when a less costly alternative is safe, convenient, and readily available. Employees should keep personal calls brief and use a personal cell phone or landline (standard telephone service) when available.

2093.511 Cellular telephone charges for all calls, whether personal or business related, are included in the monthly statement from the District's cellular service provider. Employees are required to reimburse the District for the cost of personal calls in excess of the employee's predetermined plan threshold, including all applicable taxes. Records shall be maintained to monitor the usage of cellular telephones and shall be reviewed by the General Manager or designee.

2093.52 Personal use should not exceed 10% of the total airtime.

2093.60 Cellular telephones that are District property shall not be misused. Employees using or having access to cellular telephone equipment shall be held accountable for their misuse of this equipment and shall be subject to appropriate disciplinary action for misuse. Examples of cellular telephone misuse may include, but are not limited to, use for personal profit or to transmit an inappropriate message to another party, continual use as a primary means communication for non-District purposes.