

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Personal Cellular Phone and PDA Policy
POLICY NUMBER: 2094
ADOPTED: November 9, 2015
COMMITTEE REVIEW: October 13, 2015, June 21, 2016
AMENDED:

2094.10 The purpose of this policy is to establish uniform guidelines for the use of personal cell phones and PDA's (Personal Digital Assistant) while at work and the safe use of personal cell phones and PDA's by employees while driving.

2094.20 Use of Personal Cell Phones, PDA's, Tablets, etc.: Employees are prohibited from making and responding to personal calls, texts, emails, etc. during working hours. Such activities should be limited to lunch and break periods.

2094.21 The District will not be liable for the loss or damage of personal devices brought to the workplace.

2094.30 Safety: All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones or PDA's at all times.

2094.31 Employees are strictly prohibited from using personal cell phones while driving a vehicle on District time or driving a District vehicle anytime.

2094.311 Employees who are charged with traffic violations resulting from the use of a cellular phone/PDA while driving will be solely responsible for and may be subject to disciplinary action and personal liability resulting from such traffic violations, while on District business.

2094.32 The use of camera phones, PDA's and other audio or video recording devices within the District may constitute not only an invasion of employees personal privacy, but may breach confidentiality of MCS D protected information. Therefore, the use of camera or other video-capable recording devices within the District is prohibited without the express prior permission of the employee's supervisor and the person(s) present at the time.