Cell Phone Policy

Unless otherwise authorized, Authority-provided cell phones must be used only for business purposes. In addition, employees should use an Authority-provided cell phone only when a less costly alternative does not exist. Employees must fully reimburse the Housing Authority for any personal use of an Authority-provided cell phone.

Guidelines

The Housing Authority is committed to providing a good working environment and service to the public. To that end, cellular phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used in the building, users should be respectful of others by following the guidelines and policies outlined below:

1. Turn cellular phone ringer off or set to "silent" upon entering the building.

2. Use designated areas only

• Due to the wide variety of services available in the building, it is necessary to have specific areas designated "quiet office" space. Because of this, cellular phone use is allowed only in common office areas such as break rooms, foyers, stairwells and landings.

• Cellular phones are prohibited in all other areas of the building.

• Exceptions: In certain circumstances, staff may need to use cellular phones or two-way radios to conduct business. If this must occur in quiet areas, every

effort will be made to keep disruptions to a minimum.

3. Move immediately to a designated area when placing or receiving calls.

4. Be courteous to others by keeping your voice at a low volume

Though cellular phone use is allowed in specific areas, it is important to remember that using cellular phones in a loud or disruptive manner is prohibited in the Housing Authority building. When disruptive behavior is identified, a supervisor or the Executive Director will take the appropriate steps to discontinue the disruption.

Discipline

Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.