Cellular Phone Policy (excerpt from Personnel Policy)

a. Personal telephone calls from any agency location are permitted, but should be kept to minimum number and minimum length of time. Long distance personal telephone calls from any agency location must be charged to the employee's home phone.

b. When the agency pays for cellular telephone monthly service charges, any calls made should be related to the business of the agency. If an employee has to use an agency cellular telephone for a personal call, then the agency must be reimbursed for the cost of the telephone call when the bill is submitted for payment. Personal telephone calls must be kept to a minimum number and minimum length of time.

c. Employees are prohibited from using cell phones while driving agency vehicles or while driving their own vehicles on agency business. Allow voice mail to handle your calls and return them at your safe convenience. If an employee needs to place or receive a call while driving on agency business, the employee must pull off the road to a safe location. If there is a passenger in the vehicle, that person may place or take the call. Inform regular callers of your driving schedule and when you will be available to talk.