

## **TOWN OF EAST WINDSOR**

### **PERSONAL CELLULAR PHONE/ SMART PHONE/ MUSIC DEVICE USAGE POLICY**

The use of personal cellular phones/ smartphones / music devices, to make or receive calls, text message, browse or otherwise use the internet or listen to music is distracting in the workplace, disrupts productivity, may present potential security and safety hazards and may cause privacy concerns for employees.

During work time, no employee should make or receive calls, browse the internet, listen to music, or otherwise use a Smartphone, IPod, IPad, MP3 player, or other music storing device. Employees are permitted to use their personal cellular phones / smartphones in case of emergency. An emergency is a serious situation or occurrence that happens unexpectedly and demands immediate action. Employees are also permitted to use their personal cellular phones / smartphones briefly to contact an employee's school age children or for other similar reasons, e.g. calling spouse because you are going to be late. Contact use is to be kept to a minimum. All other personal cellular phone/ smartphone / music device usage shall be permitted only during scheduled work breaks.

In addition, personal cellular phones/ smart phones / music devices should only be used in areas where they do not interfere with the work of other employees and when used, must be used in accordance with applicable Federal, State and local laws. Under no circumstances should employees use mobile phones/smart phones while driving motor vehicles on Town business.

Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination, as defined in the Town's Personnel Rules and Regulations and/or the applicable Union Contract.

**EFFECTIVE FEBRUARY 1, 2014**