

POLICY AND PROCEDURE STATEMENT

SUBJECT CELL PHONE, SMART PHONE & HAND HELD	PAGE 1 OF 2	DATE EFFECTIVE AUGUST 31, 2019		
SECTION/POLICY NO. 5.04	APPROVED BY  MAYOR	SUPERSEDES VOA V-I, AUGUST 30, 2011 & 5.04 JULY 1,2018		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 8/29/2019	ISSUE DATE 7/26/2019	REVIEW DATE
REFERENCE PERSONNEL FILE (PUBLIC RECORDS) 1.10	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville is committed providing designated Village staff with cell phone, smart phone or hand held device that increases work safety or work efficiency, on an as needed basis.
- II. The Village of Ashville is committed to fairness. If an individual that is part of the designated Village staff opted out of a cellphone provided by the Village, a fair stipend (allowance) will be provided.

PURPOSE:

- I. To determine staff in need of cell phone, smart phone or hand held device.
- II. To provide cell phone, smart phone, or alternative hand held device or provide a reasonable reimbursement.
- III. To use the cell phone, smart phone, or alternative hand held device appropriately and safely.

PROCEDURE

- I. The Village's Mayor and Village Administrator will assess the safety and efficiency needs of the staff to determine if a member of the staff is in need of a cell phone, smart phone, or hand held device.
- II. The Village reserves the right to regulate the cell phone, smart phone, or hand held device use without prior consultation with the employees

General Use Guidelines:

1. The cell phone or hand held device shall be primarily used for Village business purposes during normal working hours.
2. Incoming and outgoing personal phone calls during working hours are strongly discouraged, but not prohibited.
3. Employee will refrain from allowing personal calls to distract the employee from their work responsibilities.
4. The employee will follow the below guideline for personal phone use:
 - a. During work hours an employee will be limited to two (2) minute personal phone calls or text messages per day.
 - b. In addition the employee will use a reasonableness test for the number of 1 to 2 minute calls.
 - c. That reasonable test will be used for the number of personal phone calls while working for the Village of Ashville.
 - d. An employee that exceeds the a) limit that results in an expense to the village will reimburse the Village of Ashville for the expense.
 - e. Director Assistance is not necessary because of the features of a Smart Phone. Therefore, this services if not covered by the village plan will be paid for by the employee.

- i. The fiscal officer will supply each member of the staff that has a cell phone and their supervisor with a monthly record of calls made.
 - ii. The staff member will review the invoice and will have fourteen (14) days to reimburse the village for those phone calls.
 - iii. The supervisor will be responsible for monitoring the business and personal phone calls of the employee. If the employee is in violation of this policy the supervisor will implement Employee Development Section 6.00, 6.01 and 6.02.
5. The Village will pay the full price of the authorized service plan. The Village reserves the right to collect all additional charges incurred from the employee's personal use of the phone service over and above the time limits specified in the authorized service plan.
 - a. With the acquisition of a smart phone provide by the Village an employee will compensate the Village \$15/month.
 - b. If the smart phone provided by the Village is declined and the employee is part of the designated list, they will be provided a \$15 stipend (allowance) per month.
6. The Village encourages employee safety all the time. The Village has a responsibility to efficiently use the funds that are provided. If negligent use of the phone is determined you may be asked to pay for all or part of the phone replacement.

Safety Use While Driving Guidelines:

1. Definition—mobile hand held units: Hand held devices may include cell phone, smartphone, pagers, palm pilots, faxes and other communication devices.
2. The following are to be used to safely use these devices:
 - a. Allow voicemail to handle your calls and return the call when safe. The Bluetooth hands-free alternative is can be used with caution. For village landlines you can access voicemail by dialing your number followed by the * key. After that you enter your password.
 - b. If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
 - c. Ask a passenger to make or take the call.
 - d. Inform regular callers of the best time to reach you based upon your driving schedule.
 - e. The only exception to this guideline is for calls placed to 9-1-1.
 - f. If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
 - g. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
3. The Village of Ashville is not responsible for any moving traffic violations, parking tickets or any other village ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for our community.
4. Be concerned for your co-workers' safety. Ask them to call you back at a safer time if they call you while driving.
5. Be aware of and practice defensive driving techniques and maneuvers.
6. These safety procedures will be used for Text Messaging. Text messaging shall not be done while driving. Hands free texting can serve as an alternative but it should be done in moderation.

The Village has the right to change the basic plan as needs change.

By signing this document you have read and understand the above and will comply with this policy.

- III. The Village reserves the right if the cell phone, smart phone or hand held device if damaged to seek compensation from the employee.

Print Name: Jeremiah Eggers

Signature: _____ Date: _____

These rules require strict adherence. Any infraction thereof could result in disciplinary action. Disciplinary actions range from verbal warnings to termination; the severity of the misbehavior governs the severity of the disciplinary action