

Human Resources Policy and Procedure

PHONE POLICY

1. Policy Statement

The purpose of the Phone Policy is to establish guidelines for the issuance and use of phones and other personal communication devices in the workplace, whether issued by the Township or owned by an employee. These guidelines are intended to govern the activity of elected officials, appointees, and all employees in the performance of their job duties in providing services to the public.

2. Definitions

A. **Communication Device:** an electronic instrument used to send and receive messages generally over the intranet, but may include telephone land lines or satellites.

B. **Text Messaging:** the sending of short text messages electronically especially from one cellular phone to another.

C. **Cellular Phone:** A portable or mobile telephone used in a cellular system to communicate with another person. A cellular phone, also referred to as a smartphone, may be used to run an assortment of software applications or to take pictures. For example, the Iphone is a line of internet and multimedia enabled smartphones designed and marketed by Apple Inc. while the BlackBerry phone is a line of mobile e-mail and smartphone devices developed which can access a mobile network of certain cellular phone carriers.

D. **Social Media:** A term used to describe the type of media that is based on conversation and interaction between people online. In this application, media means digital words, sounds, and pictures which are typically shared via the internet.

E. **Personal Computer:** May be a desktop computer, a laptop, a tablet PC or a handheld PC (also called a palmtop) that is intended to be operated directly by an end user. Software applications for personal computers include word processing, spreadsheets, databases, Web browsers and e-mail clients, games, and myriad personal productivity and special-purpose software. Modern personal computers often have high-speed or dial-up connections to the internet allowing access to the World Wide Web and a wide range of other resources.

3. Use of Communication Devices during Work Hours

In general, Township phones and other communication devices are to be used for Township business or in the event of an emergency when personal use cannot be avoided. Elected officials, appointees, and employees are expected to exercise discretion in using personally owned cell phones and other communication devices during working hours. Personal calls, texting, surfing the internet, or social networking of any kind during the work day is considered to be distracting and generally interferes with an employee's productivity and job performance.

All employees are expected to limit personal calls to their breaks or lunch hour. Employees should conduct such communication from personally owned devices. Additionally, employees should inform family, friends, and other acquaintances that the employee may not make or receive calls of a personal nature that interfere with the performance of their job except in cases of a family emergency. An emergency is a sudden, generally unexpected occurrence demanding immediate action.

4. Issuance of Phones and other Communication Devices

The Township shall provide employees with communication devices deemed necessary to perform their respective job duties.

- A.** The issuance of a phone or other communication device to an employee shall be requested by the elected official or department head and approved by the Township Board of Trustees.
 - 1.** In determining the need for a phone or other communication device, the elected official or the department head shall establish that the issuance of such device will enhance the employee's ability to perform their assigned duties in the most efficient and cost effective manner.
 - 2.** If approved, the elected official or department head will be responsible for monitoring the usage of the communication device by the employee.
 - 3.** The employee will be responsible for complying with the Township Phone Policy and may be subject to discipline, and/or restitution, if found to be non-compliant or irresponsible in the use of the communication device.

5. Procedure

The Township provides telephones and other communication devices to employees for the purpose of conducting Township business.

- A.** Business calls are defined as those communications made with Township issued communication equipment, including, but not limited to cell phone, land phone, pager, radio, or "blackberry".
 - 1. All communication made from Township issued equipment may be recordable and subject to the Freedom of Information Act.
 - 2. Elected officials, appointees, or employees may not use profanity or engage in any unlawful activity when using Township communication equipment.
- B.** Personal calls are defined as communication made with a technological device which is not related to an employee's job duties.
 - 1. Township phones and other communication devices are to be used for Township business or an emergency when personal use cannot be avoided.
 - 2. Communication made from a personally owned cell phone or other communication device in the course of the work day, whether on or in Township property, may be subject to the Freedom of Information Act.
- C.** In recognition that certain department heads, managers, and supervisors are "on-call" twenty-four hours per day seven days a week, such employees may use Township cell phones for both business and personal use. However, in order to prevent abuse and to avoid a conflict of interest as described in the collective bargaining agreement, these employees shall exercise discretion in the use of Township furnished equipment

6. Usage and Monitoring

Macomb Township provides phones and other communication devices to elected officials, appointees and employees to be used in performing their job duties and responsibilities. These devices are paid for with public funds for the operation of the Township.

- A.** Elected officials and department heads are responsible for directing and/or instructing their employees in the proper use of Township provided communication devices. Additionally, elected officials and department heads are responsible for providing oversight in the use of such equipment. Elected officials and department heads shall perform a

periodic assessment of the employee's use and need for Township issued communication equipment.

- B.** Elected officials and department heads, with assistance from Information Technology, shall be responsible for monitoring the use of the phone service, land or cell, by reviewing the monthly detailed information provided with the monthly invoices received from the appropriate vendor. The monitoring of use shall be done on a random basis and with or without the user's knowledge. In the event that such monitoring of Township provided equipment and related records, reveals inappropriate and/or unauthorized use of such equipment; then the employee may be subject to disciplinary action and restitution.

7. Inappropriate or Illegal Use

Township issued telephones and other communication devices shall not be used to defame, harass, intimidate, or threaten any person.

- A.** Elected officials, appointees and employees are prohibited from using Township issued communication devices in an illegal act as defined by local, state, or federal law.
- B.** Elected officials, appointees and employees shall not use Township or personally owned communication devices while operating a Township vehicle.
- C.** Elected officials, appointees and employees who receive a traffic violation and/or are involved in a an accident directly or indirectly resulting from the use of a cellular phone or other communication device while operating a vehicle shall be solely responsible for all costs and/or liabilities resulting from such action.

8. Ownership of Communication Devices

Township issued phones and other communication devices shall be the property of Macomb Township.

- A.** Any theft, loss, or damage of such device must be reported by the elected official, appointee, or employee to the appropriate department head and the Information Technology Director upon discovery or within twenty-four (24) hours of the event.
- B.** Any malfunctioning communication device must be reported by the elected official, appointee, or employee to the appropriate department head and the Information Technology Director upon discovery.

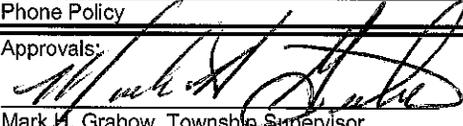
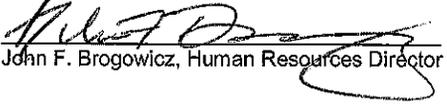
9. Damaged or Lost Communication Device

Macomb Township may pay the cost to repair or replace any Township issued communication device.

- A. In the event of any loss or damage to a phone or communication device due to the negligence or carelessness of the employee, the employee shall be responsible for the cost of repair or replacement.
- B. Macomb Township will not be liable for damage or loss of a personal cell phone or other communication device brought into the workplace by an elected official, appointee, or employee for any reason.

10. Return of Equipment upon Separation

Upon separation of employment with the Township, the employee must return any Township issued communication device(s) to their immediate supervisor or to the Information Technology Department.

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Subject:	Phone Policy		
	Approvals:		
	 Mark H. Grabow, Township Supervisor		
 John F. Brogowicz, Human Resources Director			