

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 62.060 - USE OF PERSONAL CELL PHONES

Date: April 24, 2018
Revision No: New
Supersedes: New
First Adopted: April 24, 2018

POLICY:

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls and/or texts and "surfing the net" using personal cell phones.

The Department recognizes that cell phones (and smartphones especially) have become an integral part of daily life. However, cell phones may also cause problems when used imprudently or excessively such as: Distracting from work; disturbing coworkers; causing accidents when used while operating Department vehicles or other equipment; and security issues from misuse of the Department's Internet connection.

For purposes of this policy, "cell phone" includes smartphones.

SCOPE

This policy applies to all Department Employees, paid and unpaid.

PROCEDURE:

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during working hours, regardless of the phone used, can interfere with employee productivity, safety, and may be distracting to others. Personal cell phone calls/texts/surfing on the net are to be kept to a minimum during working hours, and must never cause a loss in productivity or disrupt the work of the employee or coworkers. Employees should use personal cell phones on a sporadic basis, keep personal conversations to a minimum, and limit use of personal cell phones to non-work time when possible. Flexibility will be provided in circumstances demanding immediate attention.

Employees should avoid loud or distracting ringtones, and should keep their phone on silent or vibrate mode whenever possible.

Employees should use common sense when making or receiving personal cell phone calls. For example, employees should speak quietly and reserve personal or intimate details for non-work hours.

When using a personal cell phone during work hours employees must exercise good judgment and refrain from using language that is obscene, discriminatory, offensive, prejudicial, or defamatory in any way (such as jokes, slurs, and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age, or disability, etc.).

Personal cell phones should be turned off or set on silent or vibrate mode during meetings, conferences, in other locations where incoming calls may disrupt normal workflow, or any other instance when asked to do so by management.

Employees shall not use their personal cell phones during working hours (when not on break or lunch) under any circumstances to play games. Employees must observe Safety Policy and Fleet Policy regulations regarding cell phone usage while driving a Department vehicle. Employees shall not use a personal cell phone to record confidential information, or download or upload inappropriate, illegal, or obscene material through a Department Internet connection.

Employee use of a personal cell phone at any work site where the operation of such device would be a distraction to the user and/or could create an unsafe work environment is prohibited.

If an employee is operating a Department vehicle and receives a call or text on their personal cell phone, the employee should pull over to the side of the road when safe, or turn into a parking lot or other safe location to respond to the call.

Employees may use their personal cell phones during breaks and/or lunches.

Employees who are FLSA Non-Exempt and not scheduled on-call should not make work calls, send work related texts or messages, or check work email outside of working hours, except in the case of emergency. As such, supervisors should not contact employees on

their personal cell phones outside of working hours unless absolutely necessary to obtain information or in an emergency situation.

The Department retains the right to monitor employees for excessive or inappropriate use of their personal cell phones. If an employee's personal cell phone usage is deemed to be excessive, causes a decline in productivity, or interferes with Department operations, the employee may be prohibited from using their personal cell phone during working hours unless in case of emergency. Excessive use is determined by the Division/section manager/supervisor and/or Division Director.

The Department will not be liable for the loss or damage of personal cell phones brought into the workplace.

USE OF A CELL PHONE THAT IS NOT HANDS-FREE, DEPARTMENT OWNED OR OTHERWISE, AND/OR TEXTING DURING THE OPERATION OF ANY DEPARTMENT VEHICLE IS EXPRESSLY PROHIBITED.

Violation of this policy may result in disciplinary action, up to and including termination.

Policy Review

Board approved:	<u>5/18/2018</u>
No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
No changes:	<u>7/2021</u>
Spacing changes only:	<u>7/2022</u>
No changes:	<u>7/2023</u>
No changes:	<u>7/2024</u>

**ACKNOWLEDGEMENT OF COMPLIANCE WITH
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT POLICY ON
USE OF PERSONAL CELL PHONES**

I hereby acknowledge receipt of the City of San Bernardino Municipal Water Department Policy on Use of Personal Cell Phones (Policy No. 62.060). I have read, understand, and agree to abide by this policy. I understand that violation of this policy may result in discipline up to and including termination.

DATE

Employee Signature

Employee Name (Print)