

City of Seaside  
POLICY ON CELLULAR AND WIRELESS DEVICES  
IN THE WORKPLACE

**A. PURPOSE**

This policy outlines the use of personal cellular/wireless devices at work, the personal use of business cellular/wireless devices, and the safe use of cellular devices by employees while driving.

**B. POLICY**

It is City policy that use of personal cellular/wireless devices shall be limited during the work day and City cellular/wireless devices shall be utilized for business purposes only and in a safe manner.

**C. PROCEDURES**

- 1. Personal Cellular and/or Wireless Devices:** Excessive use of cellular/wireless devices during the work day, regardless of the phone or device used, can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using personal cellular/wireless devices as is expected for the use of any City telephone or computer. Cellular phones may not be used at any work site where the operation of the phone is or may be a distraction to the public or other employees.
  - a. Telephone Calls/Text Messaging: A reasonable standard the City encourages is to limit personal calls during work time to an average of no more than two or three short-duration calls per day as needed. Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to an employee's supervisor.
  - b. Prohibited Activities: In order to ensure a productive work day, the following use of a personal cellular/wireless device are prohibited during working hours:
    - i. Accessing the internet for non-work related purposes;
    - ii. Playing games;
    - iii. Watching movies, television, sports, etc.;
    - iv. Any activity that violates City policy, including accessing and/or distributing pornographic or harassing material.
- 2. City – Provided Cellular/Wireless Devices:**
  - a. Cellular Phones: Where job or business needs demand immediate access to an employee, the City may issue a City-owned and serviced cell phone to an employee for work-related communications. Phone invoices will be

audited by the user's supervisor to ensure that no unauthorized use has occurred.

- i. Personal Use: Occasional brief personal use is allowable; however users should always use a landline telephone when available.
    - ii. Text Messaging: Will not be included with any City phone service plan unless the Department Director has identified a business necessity for the use of text messaging.
    - iii. Internet Access: Users are not authorized to access any website using their City issued cellular/wireless device that would be a violation of the City's Network, Internet, and Email Use Policy.
    - iv. Directory Assistance: Users are not authorized to incur charges for directory assistance.
  - b. Reimbursement for Personal Use: If an employee's personal use of the City's cellular phone results in a charge to the City, the user will be responsible for reimbursing the City. This includes charges for text messaging, long distance and/or roaming charges, overage charges, multimedia charges, and charges for directory assistance.  
Cellular/Wireless Devices: In order to improve efficiency, the City may issue tablet PCs, laptops, or similar devices to employees for business related purposes only.
    - i. Personal Use: Occasional brief personal use is allowable, so long as that use does not violate any City policies, including the City's Network, Internet, and Email policy.
    - ii. Out of Town Use: Employees needing to use their City issued wireless device while out of town on business should check with the Information Technology Division to borrow a "hot spot."
3. No Expectation of Privacy: Employees who are issued City cellular phones and/or wireless devices understand that there is no expectation of privacy when using City provided cellular phones and/or wireless devices. The City has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to discovery under the Public Records Act.
4. City issued Cellular phones and/or wireless devices shall remain the sole property of the City and shall be subject to inspection and/or monitoring (including related records including text messages) at any time. Employees in possession of City equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

- 5. Safety Issues for Use of Cellular Devices:** Employees whose job responsibilities include regular or occasional driving are encouraged to refrain from using a cellular device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are required to use hands-free options and are expected to keep the call short, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

In situations where a City cell phone has been issued and the employee's job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

With the exception of extraordinary circumstances, operators of authorized emergency vehicles are to comply with the hands-free requirement while driving.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above.

Text messaging, reading emails, writing emails, or accessing the internet while driving is not allowable under any circumstance.

Employees who are charged with traffic violations resulting from the use of a cellular phone while driving on duty may be subject to disciplinary action and personal liability resulting from such traffic violations and are responsible for paying the cost of the citation.

Violations of this policy will be subject to discipline, up to and including dismissal.

- 6. Special Responsibilities for Managerial Staff:** As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

**RECEIPT OF THE CITY OF SEASIDE'S  
CELLULAR and WIRELESS DEVICES IN THE WORKPLACE  
ACCEPTABLE USE POLICIES**

*Please read the policy carefully to ensure that you understand the policy before signing this document.*

I certify that I have received a copy of the City of Seaside's Cellular and Wireless Devices in the Workplace Policies. I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

I agree to observe and follow the acceptable use policy. I understand that failure to abide by the policy could result in the loss of cellular phone privileges and/or other disciplinary actions.

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date