



### **3-12 TELEPHONE AND CELLULAR TELEPHONE USAGE**

Office phones are a vital part of our agency operations. Excessive use of the phone for personal business could be subject to corrective action. Personal or long-distance calls should be billed to the employees' home or credit card. Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

#### ***Personal cellphones***

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of the Sycamore Park District's policy. Sycamore Park District will not be liable for the loss of personal cellphones brought into the workplace.

#### **Safety issues for cellphone use**

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who maybe contacted by cell phone are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the District. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

SYCAMORE PARK DISTRICT requires the safe use of its radios by employees while conducting business. The employee should safely locate the vehicle and put it in park when using the radio or cellular telephone while driving because of safety concerns. You are expected to fully comply with all traffic laws and laws related to cellular phone use. Employees charged with traffic violations resulting from use of the phone while driving will be solely responsible for all fines.

Adopted on:

Revised on: November 2021