

## **Toledo-Lucas County Health Department**

## **Cellular Phone Policy**

Toledo-Lucas County Health Department provides cellular telephones and pagers to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their client, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related call. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoice may be regularly monitored.

Employee may have access to a cell phone while in their cars and should remember that their primary responsibility is driving s afely and obeying the rules of the road. **Employees are prohibited** from texting or using cell phones to conduct business while driving and should safely pull off the road and come to a complete top before dialing or talking on the phone.

As a Toledo-Lucas County Health Department representative, cell phone user are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone. Remember the information you are relaying by phone, can be heard by others. It is required, at a minimum that issued cell phones/pagers be "powered-up" during working hours.

Personal cell phones are permitted in the workplace. They should be used for emergency call only, and not for general conversation during work time. At no time during work hours are blue tooth devices allowed inside of any of Toledo-Lucas County Health Department sites.

## **Policy Guidelines:**

- Usage audits will be conducted on a regular schedule
- Upon audit, any personal calls will be subject to agency reimbursement, if excessive
- Excessive personal use may subject employees the loss of cell phone usage.
- Do not use cell phones when driving a vehicle
- The user of a cell phone, and/or pager, will be responsible for replacement cost in the case of damaged, lost, or stolen units.
- If a cell phone and/or pager is damaged, lost or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify the Administrative Services Department, who will make the necessary arrangements for termination of service and/or a replacement.
- Calls of an obscene, threatening, harassing or otherwise offensive nature that would be illegal, prohibited or inappropriate as defined by law or the County's Harassment Policy are strictly forbidden.
- The Toledo-Lucas County Health Department will supply only the cell phone and charger. If anyone wants accessories; they will be responsible for the cost.

When employees transfer from a position that is entitled to a cell phone to one <u>that is not</u> entitled, the phone is to be returned to the Administrative Services Department to be re-issued. Phones are not to be directly transferred between individuals and/or divisions. Employees who terminate employment or otherwise lose cell phone/pager entitlement must return all department issued equipment immediately. If they fail to return equipment, they will be charged.

Employee	Signature	Date