

# Personnel Policy Bulletin

Number: 93-3

Lancaster County

Date: October, 1993


Reference:	Title:
	Use of Cellular Phone Policy

County employees may carry personal cellular phones with them while on County time or while using County equipment subject to the following restrictions:

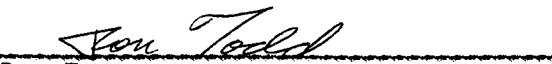
Prior to carrying personal cellular telephones during working hours, employees will inform their immediate supervisors. Further, employees' cellular telephone numbers will be given to immediate supervisors; employees will provide supervisors with subsequent telephone number changes.

2. All phone calls will be received or made during scheduled break periods or lunch periods only.
3. Except for break periods, employees will take no incoming nor make any outgoing calls during work hours.
4. Employees will not use cellular telephones while operating any County vehicles or equipment.
5. The County assumes no liability for loss or damage to employees' personal property, including cellular telephones, carried in County vehicles or left on County property. Employees assume the risk of loss or damage to cellular phones or other electronic devices carried by employees during their work day.
6. Employees will be held personally and financially responsible for all damages and litigation in the event of an accident involving County owned equipment resulting from employees' use of cellular telephones. Use of cellular telephones during County work hours is considered outside the employees' scope of employment.
7. Anytime a supervisor or department head receives a complaint or suspects that an employee is violating this policy, that supervisor or department head may require the employee to furnish cellular telephone records for the time frame in question for the department to verify or negate the complaint or the suspected abuse.

Department heads will ensure that all employees are aware of the above restrictions before allowing them to carry cellular telephones during the work day.

  
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Marcia Malone, Chair  
County Board of Commissioners

10-15-93  
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Date

  
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Ron Todd  
Personnel Administrator

10-15-93  
\_\_\_\_\_  
Date