

### Personal Phone Calls

It is vital to the company's business that phone lines be open and available to respond in a timely manner to the needs of our customers/residents and vendors. The company does permit limited use of its telephones for local calls, to allow employees to make or receive personal telephone calls of an urgent nature only. Employees are expected to focus on their job and to use good judgment and discretion in managing personal affairs so that phone usage is minimal.

### Company Cell Phones

The use of company cell phone is strictly for On-Call Maintenance and Emergency Maintenance only. The use of personal calls is strictly prohibited. Any overage on the cell phone bill will be deducted from the employees pay.

### Personal Cell Phone / Texting

Understanding that most employees own personal cell phones and desire to carry them for such reasons as family emergencies – the company cell phone policy has been revised to specify the following regarding personal cell phone usage during work hours:

**Personal cell phones may be carried during working hours but MUST be put to the VIBRATE setting. (This will allow an employee to receive an emergency call but avoid noisy disruption of the different types of cell phone ring styles)**

**Other than an emergency – personal phone calls and merely “chatting” on your personal cell phone during work hours is STRICTLY PROHIBITED.**

**Texting: STRICTLY PROHIBITED during work hours.**

Employees are expected to focus on their job and to use good judgment and discretion in managing personal affairs so that phone usage is minimal. If any employee's personal cell phone rings (is not on vibrate) and they are observed talking on the phone when a situation is not, in fact, an urgent matter, they will be disciplined. Additionally, if an employee is caught texting, they will be disciplined. Any manager reserves the right to question your phone call. Any manager has the right to discipline an employee for violations of this policy.

### Steps of discipline for this violation:

#### FIRST OFFENSE:

- 1) Written warning for abuse of personal cell phone policy

#### SECOND OFFENSE:

Personal cell phone revoked – *this means that the employee may not, at any point, during work hours, have a cell phone with them. This is a direct result of violating the policy even after the initial warning was issued. If an employee is caught with the cell phone, after it has been revoked, it will result in further discipline, up to and including termination*

I have read the personal cell phone policy and understand it. I agree to follow the policy and I am fully aware of the seriousness of violating it.

Print employee name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_