

CELL PHONES

Rockford Public Library will provide cell phones to those employees who need to be on call at all times for the Library. These positions include:

- Executive Director
- Associate Director
- Information Technology Staff positions
- Maintenance Staff Positions

The Chief Financial Officer is responsible for selecting and maintaining a cell phone vendor/plan and monthly bill reconciliation for the Library. The employee will be responsible for any personal charges that go over the established monthly plan for that individual. The library is responsible for maintenance and replacement of Library-owned equipment.

If an employee who is eligible for a Library cell phone already has an established personal cell phone plan that they wish to use for business purposes, the Library will pay an allowance of equal to that of the Library's individual plan amounts for cell phone users. The cell phone allowance is not a taxable item and will be reimbursed on a monthly basis. If the employee chooses to use their personal cell phone, the employee is responsible for maintenance and replacement of equipment.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance. Employees should use a company provided cell phone only when a less costly alternative does not exist.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones to make business calls. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should located a lawfully designated area to park to continue the call.

Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.