

**Code: GBB16**  
**Adopted: 12/08**

**GBB16. Phone Policy (Revised 12/08)**

The District's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

1. Personal Phone Calls

- a. Personal phone calls, whether via an employee's private cell phone or the District's telephone equipment, are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees. District-issued cell phones are to be used only for official business reasons.
- b. If an emergency situation arises and the District-issued cell phone must be used for a personal call and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call and, if requested, the number called. Violation of this section may result in the employee being responsible for reimbursing any costs incurred.
- c. Employees are expected to protect the District-issued cellular equipment from loss, damage, or theft.

2. Cell Phone Use in Vehicles

- a. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion. This includes dialing, answering, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion.
- a. Employees shall pull off the road and safely stop before placing or accepting calls or checking messages.
- b. This policy does not include passenger use of cell phones.
- c. This prohibition is in effect regardless if the cell phone is issued by the District or is privately owned by the employee.

3. Phone Use in Business Meetings

- a. Phone use during meetings, unless specifically required and authorized, is forbidden. Cell phones must be turned off and/or calls forwarded to the message feature.

4. Additional Cell Phone Functions and Services

- a. In addition to telephone service, many cell phones or cellular providers offer various functions and/or services, including text messaging and digital photography not directly related to work. Employees are strictly prohibited from using any of these or similar features while at work or while operating a motor vehicle.

NO ADMINISTRATIVE REGULATION