



CITY OF FLINT
DEPARTMENT OF HUMAN RESOURCES
AND LABOR RELATIONS

Cellphone and Pager Policy

PURPOSE:

The City of Flint relies on Cell Phones and Pagers to communicate with off-site employees. To ensure that its Cell Phones and Pagers are used properly by its employees, independent contractors, agents, and other users, The City of Flint has created this Cell Phone and Pager Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of the City of Flint's Cell Phone and Pager resources, wherever they may be located. Violations will be taken seriously and may result in disciplinary action, up to and including discharge, and civil and criminal penalties.

It is every employee's duty to use The City of Flint's Cell Phone and Pager resources responsibly, professionally, ethically, and lawfully.

DEFINITIONS:

From time to time in this Policy, we refer to terms that require definitions:

The term *Cell Phone* refers to any Cellular Phone owned or managed by The City of Flint.

The term *Pager* refers to any Pager owned or managed by the City of Flint.

The term *Users* refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities who use our Cell Phones and Pagers.

POLICY:

Cell Phones and Pagers are the property of The City of Flint and may be used only for legitimate business purposes. Users are allocated Cell Phones and Pagers to assist them in performance of their jobs. **Cell Phones are not to be used for personal calls.** Use of City Cell Phones and Pagers is a privilege and may be revoked at any time.

NO EXPECTATION OF PRIVACY

No Expectation of Privacy. The Cell Phones and Pagers allocated to employees are to assist them in performance of their jobs. Users should not have an expectation of privacy for neither incoming/outgoing calls nor conversations. The City of Flint receives and reviews all call logs and bills from Cell Phones and Pagers. Users understand that The City of Flint may use human or automated means to monitor Cell Phone and Pager use.

PROHIBITED ACTIVITIES

Inappropriate or unlawful use. Using Cell Phones and Pagers to commit fraud, harass, embarrass, sexually harass, intimidate or for any other unlawful or inappropriate use is strictly prohibited. Campaign and union activities shall not be permitted uses of the City of Flint's Cell Phone and Pager resources.

ALLOCATION AND REIMBURSEMENT PROCEDURE

Department Head Review. Department Heads will be given a list of their employees with Cell Phones and Pagers on a monthly basis. It will be their responsibility to determine who in their department needs a Cell Phone or Pager and how many minutes worth of air-time they will be allotted.

Finance Review. The Finance Department will receive and review the Cell Phone and Pager bills. They will send an e-mail to the Department Heads and Cost Center Managers with the amount that will hit their Communications Accounts.

City Reimbursement. If a personal call on a City Cell Phone cannot be avoided, the User of the phone will be responsible for all charges relevant to the call(s).

Use of Personal Cell Phones. Use of personal Cell Phones for personal calls is only allowed during break times. If an employee chooses to use their personal Cell Phone for City business, calls may be reimbursed at \$0.20 per call up to a maximum of \$40.00. Bill detail MUST be included to get reimbursed.

Lost or Stolen equipment. Any employee using a City of Flint Cell Phone or Pager will be responsible for that equipment. If it is lost or stolen, a city bill will be sent to the employee for the replacement amount of the equipment and that employee will not have use of the new equipment until payment is made.

MISCELLANEOUS

Minimizing charges. It is each Users responsibility to minimize Cell Phone charges whenever possible. This can be accomplished by limiting time on the phone to important details only and by using the direct connect function when communicating with another User on the City's network. Using the direct connect feature is free. Calling another City User uses allocated minutes from each Cell Phone.

Other policies applicable. In their use of Cell Phone and Pager resources, Users must observe and comply with all other policies and guidelines of The City of Flint.

Amendments and revisions. This Policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

No additional rights. This policy is not intended to, and does not grant Users any contractual rights.

ISSUED:

DEPARTMENT: INFORMATION SERVICES

APPROVAL: _____

LAST REVISED: