
 Town of Swansboro	<b>Personnel Policy</b>		<b>Conditions of Employment Personal Cell Phone Use During Working Hours</b>	
	Number: Article V; Section 16	Revisions:	Effective Date: June 30, 2014	Page of 1 1
	Supersedes:		Approved By: 	

**ARTICLE V. CONDITIONS OF EMPLOYMENT**

**Section 16. Personal Cell Phone Use During Working Hours**

The Town of Swansboro understands the need to be in touch with family and friends however personal cell phones should not be used to the point that it distracts an employee from serving its citizens and customers. Personal calls during work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the Town's policy. Employees shall refrain from use of their personal cell phones during customer transactions, dealings with citizens and during all Town meetings and minimize the use during working hours. Use of a personal cell phone includes talking, texting and surfing the web.

The Town of Swansboro understands certain positions within the Town are permitted a cell phone stipend that allows employees to use their personal cell phones as work phones. At no time does the Town allow texting and driving and request extreme caution if the need to talk and drive becomes necessary.

Employees are encouraged to speak with their department heads if an emergency situation requires an employee to be in constant contact with a family member. Such situations will be allowed unlimited access to ensure open communication between employee and family to ensure their wellbeing.