

**TOWN OF SHARON
CELLULAR TELEPHONE USE POLICY**

Employees should limit the use of cellular telephones and telephone calls, in frequency and duration, to the greatest extent possible during hours of employment. This includes incoming as well as outgoing telephone calls. Personal calls should not interfere with an employee's duties and should not impact an employee's productivity. No use of cellular phones for purposes other than communication is permitted during paid working hours.

There are situations where use of a cell phone is necessary in performance of Town business, particularly by members of the road crew. The use of cellular telephones should never interfere with an employee's attention to duty, and should never be used when engaged in safety sensitive functions requiring the employee's full attention, such as driving any Town-owned equipment. Sending photos or text messaging is prohibited unless it can be clearly linked to the conduct of official Town business.

Regardless of whether a cellular telephone is being used for public or incidental personal purposes, employees shall not initiate a cellular phone call while they are driving a motor vehicle or operating equipment. Employees who receive a cell phone call while driving a motor vehicle or operating equipment are required to stop the vehicle/equipment in a safe location so that communication is held while the vehicle is stopped. The only exception to this is the use of "hands free, voice activated" technology as long as it does not interfere with the safe operation of the vehicle.

Adopted: September 23, 2013