

Frankfort Square Park District Phone Policy

Office telephones are a vital part of the Frankfort Square Park District's operations. Because of the large volume of Park District business transacted by telephone, personal use of the telephone should be limited, and personal calls should be brief and conducted primarily during breaks and mealtimes. Likewise, use of personal cellular phones during the workday should be brief and conducted primarily during breaks and mealtimes. Excessive personal calls or text messages during the workday can interfere with employee productivity and be distracting to others. Employees who refuse to limit personal calls and text messages are subject to discipline.

Employees need to limit personal use of their Park District-issued cellular telephone in the same way they need to limit personal use of their office telephone. Employees who have excessive cellular usage for personal calls will be subject to corrective action up to, and including, termination.

The Frankfort Square Park District requires the safe use of its cellular telephones by employees while conducting business. Employees who are issued cellular telephones may also be issued an earphone/microphone adapter for increased safety and convenience. You are expected to fully comply with all traffic laws and laws related to cellular phone use. Employees who drive vehicles capable of wirelessly syncing their cellular phone for hands-free use must do so.

Employees are specifically prohibited from accessing electronic mail, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

Employees under the age of 19 are specifically prohibited from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes and when the motor vehicle transmission is in neutral or park.

Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

I, _____ agree to the cell phone policy terms as described.
Employee Name

Signature, Employee

Signature, Department Head

Date