

POLICY

FY 04-05: 02A

To: All Department Heads

cc: Selectboard Members
Town Auditor

From: Sanford I. Miller, Town Manager *SM*

Re: Administrative Policy re: Use of Cell Phone: FY 04-05: 02A

Date: September 8, 2004

EFFECTIVE IMMEDIATELY

PURPOSE:

Certain employees of the Town of Milton need to be reachable for various reasons, be it in case of emergencies or the need to address a staffing or shift problem.

One common thread underlying these individuals, irrespective of the department they work in, is that it is important to be able to communicate with them in an emergency or when critical staffing shortages present themselves.

In the past, the Town of Milton has provided some individuals with pagers, radios or cell phones. In some cases, no direct means of communication with Town offices or officials has been possible, except through land phone lines.

PROCEDURE:

It is in the best interests of the Town of Milton to develop guidelines for the cell phones provided by the Town of Milton.

1. Cell phones and all phone accessories provided by the Town of Milton shall remain the property of the Town of Milton.
2. The Town of Milton shall make the decisions regarding the type of phone, phone plan and accessories provided. The Town of Milton's decision shall be final.
3. The Town's purpose in providing a cell phone to an employee is to benefit the Town and its taxpayers by improving the Town's ability to contact the employee in times of need.
4. Cell phones provided by the Town of Milton shall be worn or carried by the employee during on-duty and during off-duty hours.
5. Minimal personal use of the cell phone by the employee is understood and accepted by the Town, consistent with the other guidelines as expressed herein.

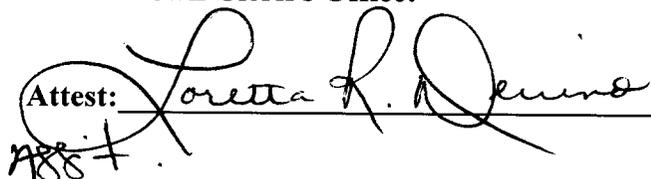
6. Under no circumstances shall the cell phone be permitted to be used by an employee of the Town of Milton for employment activities other than for the Town of Milton except as may be approved by the department head and Town Manager.
7. Only the employee of the Town of Milton shall be permitted to use the cell phone. Friends and family members may not use the phone, except in emergencies.
8. The cell phone is not a substitute for a land line in the Town offices. However, there may be times when cell phone use is cheaper than land line use (in some long distance situations). Employees are encouraged to consider the least expensive way to place a phone call.
9. The employee may be required to reimburse the Town of Milton if the employee's use of the phone (for personal reasons) results in phone charges beyond the base plan rate. Please note, it is not the "last minutes" which will be considered as the basis for reimbursement. Instead, if there is personal use as part of a monthly bill, the employee(s) shall be responsible for paying their share of the additional costs even though the personal use is "indirectly" responsible for the extra charge to the Town of Milton.
10. In the event there are pooled minutes, employees must be careful to moderate their use of the phone and not engage in excessive use of pooled minutes.
11. Employees are responsible for keeping track of their phone use and can be expected to be held accountable if others use their phone without their knowledge or consent.
12. Lost or stolen phones or accessories are to be reported to the Town Manager's office immediately.
13. Phone use in conjunction with salacious, immoral or illegal acts may be grounds for disciplinary action, civil or criminal prosecution.
14. The Town's provision of, and the employee's use of, a cell phone is not considered a right of the employee. It is a privilege afforded to the employee by the Town. Improper use of the phone or accessories may be grounds for revocation of the privilege of having the phone. Further, revocation of the privilege of having the phone may cause the employee to experience difficulties in communicating with the Town offices or Town officials. The loss of the cell phone privilege may, therefore, impact upon the employee's performance evaluation and opportunities for merit increases. In extreme cases, continued employment may be an issue.

Employees are expected to observe safe cell phone use policies, which include, but are not limited to, as appropriate, pulling off to the side of the road to make a call, using speaker phone or earphone accessories.

Dated this 15TH day of October, 2004 by:

 Sanford I. Miller, Town Manager

Filed with the Town Clerk's Office:

Attest:  Date: 10.19.04
A88+