

Except from the 2015 Personnel Handbook:

SECTION M. Borough Cell Phone and Landline Use Policy

I. Introduction:

Telephones and cell phones are important business tools. Almost every employee will have access to a Borough land line phone to perform their duties. For many positions, cell phone access will be considered to be mandatory. Of course, phones can also be used for non-business purposes. This can lead to legal and ethical problems if a phone purchased by the Borough for work is also used for personal reasons. In order to minimize these difficulties, the following policy is promulgated.

II. Cell Phones:

The Department Head will be responsible for determining which employees in their department are required to have a cell phone.

If an employee wishes to use their cell phone for personal reasons, they must do so during their own personal time (breaks or off-duty).

The Three Options of Cell Phone Use:

When the Borough requires an employee to have a cell phone, the Department Head may choose to provide them with that phone under either option 1 or option 2 below. Alternately, if both the Department Head and the employee mutually agree, option 3 below may also be chosen:

1. The Borough will provide a cell phone to the employee and pay all costs; however, the employee may not use the cell phone for any personal business. If the employee who chooses this option wishes to have a cell phone for personal use they must purchase a second cell phone and pay all associated costs.

2. The employee can be provided with a phone by the Borough, and all expenses will be paid by the Borough with the exception of personal calls. The employee will then be responsible for keeping track of all personal calls and paying the Borough 10 cents per minute for each personal call. (To facilitate this, the employee will be presented with a monthly bill and be required to identify which calls were personal in nature). This option is currently being utilized by most Borough employees.

3. If the Department Head and the employee mutually agree, the employee may choose his own cell phone and plan. All expenses will be paid by the employee, but the Borough will pay the employee a monthly subsidy of \$30 per month to help offset expenses. The employees

receiving this subsidy will be required to carry the phone during work hours and stand-by hours if applicable, or at all times if they are a management employee.