

CITY OF VICKSBURG CELL PHONE POLICY

(revised 7/21/17)

In an effort to curtail cell phone abuse by some employees, the City of Vicksburg shall implement the following cell phone policy.

This policy shall be applicable to all employees of the City of Vicksburg.

Cell phones may be used for personal business during the following times: scheduled breaks, i.e. fifteen (15) minute breaks and lunch breaks and in the case of an emergency. Cell phone bills of city issued cell phones will be monitored for length of calls and verification of business use.

Employees caught using cell phones for personal calls, texting, face booking, or web surfing, etc., at times other than during scheduled breaks or in the case of an emergency, will receive the following disciplinary action:

- a. First Offense: Written Warning
- b. Second Offense: Three (3) day suspension
- c. Third Offense: Five (5) day suspension
- d. Fourth Offense: Termination.

For non-supervisory employees, bluetooths and earphones shall not be worn in the ears while at work unless during one of the above mentioned breaks.

It is against the law for an operator of a moving vehicle to write, send, or read a text message and to access, read or post to a social networking site using a hand-held mobile telephone while driving said motor vehicle. Any driver of a city vehicle who violates this provision of the law is subject to the penalties stated above in addition to any criminal fines that may be imposed in a court of law.

Supervisors shall submit any disciplinary action taken against a City employee for violation of the City's cell phone policy to the Human Resource Department. All disciplinary actions involving cell phone abuse shall be submitted to the Board of Mayor and Aldermen.

This Policy is effective July 25, 2017.

George Flaggs, Jr., Mayor

Michael A. Mayfield, Sr., Alderman

Alex J. Monsour, Jr., Alderman