

CELLULAR PHONE POLICY



In an effort to curtail cell phone abuse by some employees, the City of Vicksburg (COV) shall implement the following cell phone policy. This policy shall be applicable to all employees of COV.

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. When an employee is using a cell phone for personal business, the employee shall not be in a position that gives the perception that he/she is working, i.e. sitting at desk, sitting in a city vehicle), even if on a break.

Employees seen using cell phones for the following, but not limited to: personal calls, texting, Facebooking, or web surfing, 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: *Termination*

- Disciplinary action may vary from the above outlined actions, dependent upon the egregiousness of the cell phone abuse.

For non-supervisory employees, bluetooths and/or earphones shall not be worn in the ears while at work, unless during one of the above mentioned breaks. It a violation of the Mississippi Code Annotated, Section 63-33-1 to write, send or read a text message or read or post to a social networking site using a hand-held mobile telephone or other portable electronic communication devices.

Department Heads/Supervisors are responsible for monitoring and Division Heads are responsible for enforcing this policy.

This policy supersedes the **TEXTING AND DRIVING MEMO**, dated August 6, 2012.

Effective the _____ day of _____ 2018

Mayor George Flaggs, Jr.

Alderman Michael Mayfield, Sr.

Alderman Alex Monsour, Jr.