

CHARTER TOWNSHIP OF CLINTON

CELL PHONE POLICY

Purpose:

The purpose of this policy is to provide a set of guidelines governing the use of Township owned cellular telephones by Township employees.

Oversight Responsibility:

Departments shall be responsible for oversight of employee cell phone usage and shall monitor and review such usage on a monthly basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed. Department heads shall be responsible for enforcing this policy and taking corrective action where there is a violation of the policy.

Type of Phone

The make and model of phones furnished for employee use shall be as determined by the Board of Trustees. An employee who wishes to upgrade the phone shall do so only with the approval of the IT Director and at their own expense. In no event shall a camera phone be purchased as part of the Township plan.

Ownership of Phone

The phones shall be the property of the Township. The theft or loss of a phone must be reported to the IT Department within twenty-four hours of the event. Upon cessation of employment with the Township, the employee must return the phone to the Township.

Phone Usage

The phone is provided to the employee because of business need and as such it is reserved primarily for official Township business. Personal use of the phone is allowed. However, employees should show discretion in their personal use and this privilege should not be abused.

Damaged or Lost Phone

In the first instance of phone loss or damage, the Township will pay for the cost of replacement/repair. Should there be any subsequent loss or damage to the phone **DUE TO NEGLIGENCE OF THE EMPLOYEE**, THEN the employee shall be responsible for the cost.

Information Calls

If an employee makes more than three calls to information in a calendar month, they shall reimburse the Township for the excess calls.

Prohibited Usage of Phone

An employee may not use a cell phone to make fraudulent, unlawful, or abusive calls.

Modifications to the Policy

The Township's Internet Technology Steering Committee will review the experience with cell phones in March, 2005. If necessary, modifications will be made to the policy and submitted to the Board of Trustees for adoption. The Township reserves the right to modify or discontinue this policy at any time.