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**TOWN OF FAIRHAVEN
EMPLOYEE TELEPHONE/CELL PHONE USE POLICY**

Purpose: To require a standard for the use of Personal Cell Phones, Town Telephones and Town-issued Cell Phones

Responsibility: All Employees and Department Heads

Personal Cell
Phone Policy:

- While at work, employees are expected to exercise discretion in using cellular phones. Personal calls during the work day can interfere with employee's work and be distracting to others. Employees must restrict their personal calls during work time and only use their personal cell phones during scheduled lunch periods or breaks. Family and friends need to be made aware of the Town's cell phone policy. The Town of Fairhaven will not be held liable for the loss of personal cell phones brought into the workplace.
- Use of personal cell phones in an emergency must be with the supervisor's/department head's permission.
- Use of cell phones, including sending or receiving texts, while driving a Town vehicle is prohibited. In an emergency, pull over and stop the Town vehicles before using a Town-issued or a personal cell phone. (Public Safety departments responding to an emergency are exempt from this policy).

Town-issued Telephone and Cell Phone Policy:

LOCAL CALLS

Town-issued telephones and cell phones are to be used to conduct official Town business. Employees should limit personal telephone calls: this includes incoming and outgoing telephone calls. Personal calls should not interfere with an employee's duties or other employee's duties and should not impact an employee's productivity.

Certain personal phone calls on Town-issued telephones and cell phones is allowed as follows:

- Calls to notify family members of a scheduling change or travel delay that is a result of Town business including calls to make alternate child care or transportation arrangements;
- Brief calls to an employee's residence or family members;
- Brief calls to local businesses (including government agencies, physicians, auto or home repair) that can only be reached during working hours; and
- Calls to notify or contact family members and/or physician in the case of an emergency

These calls should always be kept to a minimum and only be made on Town-owned telephones if they could not be reasonably made on a non-Town owned telephone, for example, personal cell phones or pay telephones.

LONG DISTANCE CALLS

Long distance telephone calls using Town-owned cell phones or telephones should only be made for official Town business.

Long distance calls should not be made for personal reasons unless they are made for an appropriate reason as discussed above, are approved by a supervisor, and the employee agree to:

- Charges the call to a third number (such as the employee's home phone number); or
- Makes the call collect; or
- Charges the call to a personal prepaid calling card or to a personal credit or debit card; or
- Places the call to a toll free (800, 877, 888) number

Costs incurred by employees making any long distance calls not related to Town business must be reimbursed to the Town.

TOWN-OWNED CELLULAR PHONES

Some Town employees are provided with cellular phones to conduct business when not in the office. The policies listed herein applies for cellular phones owned by the Town. Cellular phones should only be used to conduct official Town business. Personal calls should be limited to the greatest extent possible. While operating Town vehicles, or while operating any vehicle on Town business, personnel are prohibited from using their personal or Town-issued cell phones to place calls, receive calls, text message, or receive ("check") text messages. The only exception to this rule is public safety personnel en route to emergencies.

Employees receiving Town-issued cellular phones will be required to sign that they have received the equipment and understand the usage policies. Employees will be responsible for recharging the equipment. Employees should report service and maintenance issues, including the need for new batteries, to the department head as soon as possible.

REIMBURSEMENT

Town-owned equipment:

This cellular phone usage policy requires any Town employee using a Town-issued cell phone for personal calls to reimburse the Town for the cost of the calls made. Monthly review of cell phone calls/charges will be made.

Employee-owned equipment:

Reimbursement should be made to employees for business calls that are made on an employee's personal phone. Reimbursement will be made to the employee for expenses incurred while conducting official Town business. Employee will provide the Town with a copy of the personal phone bill, highlighting Town business calls made and the cost of those calls. The Town will reimburse the employee for the cost of calls made conducting Town business.

EMPLOYEE RESPONSIBILITY

It is the responsibility of the Town employees to familiarize themselves with Fairhaven's telephone/cell phone usage policy. Employees will be required to sign a form acknowledging that they have read and understand Fairhaven's telephone/cell phone policy. It will be the employee's responsibility to make sure that they follow these policies.

TOWN OF FAIRHAVEN RESPONSIBILITIES

The Town will be responsible for:

- Ensuring employee compliance with the policy;
- Reviewing telephone bills for irregular calls or unusual usage;
- Collecting reimbursements from employees for personal calls;
- Distributing reimbursements to employees for business calls made on personally owned phones;
- Reviewing and evaluating requests for telephone services and equipment such as cellular phones.

Accepted by a vote of the Board of Selectmen on September 2, 2014:

Robert Espindola, Chairman

Geoffrey A. Haworth, II

Charles K. Murphy, Sr.

TOWN OF FAIRHAVEN
EMPLOYEE TELEPHONE/CELL PHONE USE POLICY

I have received the Town's Telephone/Cell Phone Use Policy and agree to abide by the policies therein.

Employee Signature

Date

Please return this sheet to the Selectmen's Office.