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| Cell Phone Use Policy |

# Policy

This policy is established to provide guidance to employees who, through the nature of their work, are required to be accessible by cellular telephone regardless of the time of day, day of the week, or geographical location. The following policy and
procedure apply to all <company name> full and part-time employees.

# Abuse

Abuse of the <COMPANY NAME>’s cell phone use policy can result in administrative discipline up to and including discharge.

Such abuse includes but is not limited to conducting personal business during work hours and receiving or making excessive personal phones calls.

As a general rule, employees are discouraged from making or receiving personal telephone calls on <COMPANY NAME>’s cell phones. The <COMPANY NAME> does recognize that under certain circumstances, an employee will need to make or receive a phone call of a personal nature from a cellular phone. Those calls must be held to a minimum in both time and number.

**New Service Requests/Change to Existing Service**

Requests for new service/equipment or change to existing service may be made through a written request to the <OFFICE MANAGER>. This request must be signed by <SUPERVISOR>.

**Expense Reimbursement**

<COMPANY NAME> will be reimburse Employee for monthly charges associated with the Employee’s designated service plan. <COMPANY NAME> will cover up to <$XXXX> each month for Employee cell phone service. Employee will be responsible for submitting cellular phone charges on <COMPANY NAME> expense reimbursement form. Any charges over <$XXXX> will be the sole responsibility of the Employee.

**Lost, Stolen or Damaged Equipment**

<SUPERVISOR> must be notified immediately when a cell phone is lost or stolen so that appropriate action can be taken with the cell phone provider. All repairs to damaged cell phones are handled by the <OFFICE MANAGER>.

If the cellular equipment is defective, the wireless provider will replace it at no cost to the user; however, if the equipment is damaged through negligence on the part of the user, then additional costs may be incurred. All replacement requests are processed in coordination with the <OFFICE MANAGER>.

# Property

All cellular telephone equipment is the property of <COMPANY NAME>. All cellular equipment is returned to <COMPANY NAME> In the event the user is no longer employed by <COMPANY NAME>.