

Town of Chester – Employee Cell Phone Policy

Use While at Work

During work hours/shifts, employees are expected to exercise discretion in personal use of cellular phones. Employees are expected to restrict their personal calls during work hours. Use of cell phones, including sending or reviewing texts while driving a Town vehicle is prohibited. Unless authorized for legitimate Town business assignments or job duties, the Town prohibits employee use of phone cameras and video recorders in the workplace, as a preventative step necessary to secure employee privacy, and personal/confidential information.

The Town of Chester will provide cell phone service for the following “on-call” employees. Employees who are not subject to “on-call” status will not be eligible for paid cell phone service or reimbursement. Town issued phones must be returned to the Town upon termination of employment.

- Highway Department Superintendent
- Full time Highway Department Driver/Laborers

If an eligible employee declines a Town issued phone the Town will reimburse ½ of the employees’ portion of their personal cell phone expenses, not to exceed the amount equal to the cost of the service provided by The Town or \$85.00.

**ADOPTED BY CHESTER BOARD OF SELECTMEN ON
OCTOBER 17, 2016**

Town of Chester
Cellular Communication Device Policy
ACKNOWLEDGEMENT

I, (print name) _____ by my signature below, acknowledge that I have received and reviewed the Town of Chester Cellular Communication Device policy.

Signed: _____ Date: _____
Employee signature

Signed: _____ Date: _____
Department Head Signature

ORIGINAL TO BE FILED WITH EMPLOYEE'S PERSONNEL FILE, COPY TO BE PROVIDED TO EMPLOYEE FOR REFERENCE.