

PHONES & ELECTRONIC DEVICES 504*Effective Date: 07/05/2016***In the Workplace**

Cass County recognizes that employees may occasionally need to place or receive personal phone calls during the course of the workday. Employees should try to confine such calls to nonworking times such as breaks or meal periods. The placing or receipt of telephone calls should not interfere with an employee's ability to effectively perform in his or her position, or interrupt the work performed by coworkers. This policy applies equally to personal cell phones. Additionally, unless necessary for work purposes, employees should generally not be reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices during working times.

Electronic Devices and Driving

Employees should limit as much as possible the use of cell phones while driving for work purposes. Inattention and distractions are the leading causes of accidents on our roadways, and cell phone usage can be very distracting. Therefore, to the extent that employees feel the need to use cell phones while driving for work purposes, they should either pull off the roadway and park their vehicles for the duration of the call, or limit their conversations to the minimum time necessary and utilize head-sets or other hands-free devices to minimize the impact on their ability to control the vehicle and focus on driving.

Additionally, employees are prohibited from reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked. Similarly, for safety and legal reasons, employees should generally not be using electronic devices while driving for work purposes, unless the devices are connected to the vehicle's sound system and do not require headphones. The Sheriff's Office and Highway Department may apply supplemental policies that will supersede application of this policy to licensed law enforcement and highway maintenance employees.

Consequences of Policy Violation

Employees who fail to follow any provision within this policy will be subject to discipline, up to and including termination of employment.