

Employee/City Assigned Cellular Phone Agreement

City Cellular Telephone agreement with _____ and the City of Manteca.

I will be issued the following City Cellular Telephone:

Phone Type: _____

Cellular Phone Number: _____

I understand I am responsible for the cellular telephone, including any and all calls made from this phone. Text messaging is strictly prohibited. Initial _____

Assignment of a City Owned Cell Phone

In the instances where the City is providing cell phones for use by City employees, an employee's use of a City-owned cell phone is limited to official City business only. There shall be no personal use of City cell phones except in response to family emergencies, or unforeseen work schedule changes, and even under these circumstances, only when it is impossible or unreasonable to use a City landline telephone, public pay phone, personal phone, or radio.

When personal use is necessary, employees shall reimburse the City for the charges within a month of the City's receipt of the bill. Reimbursement will be based on the IRS ruling regarding "Listed Property." Employees should immediately report unauthorized use, theft or loss of a City-owned phone to their supervisor and/or Department Head.

In the case of a lost or damaged City-owned phone or accessory, the employee may be responsible for reimbursing the City for the value of the equipment if the employee is determined to be negligent for its loss.

Hands Free Driving

Your job responsibilities may require occasional or regular use of a cell phone. While driving a city vehicle or operating a personal vehicle performing City business, employees are **prohibited** from using a wireless telephone unless the device is configured to allow hands-free listening and talking. This includes "text messaging." It is imperative you remember when driving a vehicle to keep your eyes on the road and that safety comes first. Minimize the risk of accidents by following these procedures:

- If your job requires you to be accessible at all times, a hands-free device must be used.
- Review the features of your cell phone so you are familiar with the phone.

- Make sure the cell phone is kept within easy reach.
- Restrict use to briefly answering calls, when possible. Advise the caller that you are driving and the call must be kept short.
- Suspend calls in heavy or hazardous traffic or bad weather.
- Do not take notes or look up information while driving.
- Whenever possible, wait to place a call until after you have safely stopped your vehicle and parked.

You will be solely responsible for any traffic infractions or other violations resulting from your use of a cell phone when driving while working for the City of Manteca. In addition, any violation of this policy will result in disciplinary action, up to and including termination.

If a hand-free device is unable to be used, the employee may either;

- Safely pull to the side of the road, stop and park the vehicle, then talk on the phone;
or
- Not answer the phone, waiting until it is safe to receive the voicemail or return the call.

Exception: Drivers are allowed to make emergency phones call without using a hands-free device to contact a law enforcement agency, reporting a medical emergency, a traffic collision, or other emergency services agencies or entity.

The City will provide a hands-free device for the assigned cellular phone.

I have read and understand the conditions stated above. I understand the City Cellular Telephone is for business use only and if any personal calls are made from that issued phone, I can be subject to disciplinary action and will have to pay the rate of \$.45 per minute for each personal or unauthorized call.

Employee Signature

Date

Department Manager

Date