



ETLWDA  
WORKFORCE INNOVATION AND  
OPPORTUNITY ACT  
**POLICY MANUAL**

# Pages: 2  
Issued: 13 August 2019  
Effective: Immediately

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APPROVED: *Martha Afford*

**SUBJECT: Mobile Phone Use**

**POLICY STATEMENT:** This policy outlines the use of personal and/or employer-provided mobile phones at work and the safe use of mobile phones by employees while driving.

**Purpose:** To provide employees with direction in the proper and safe use of mobile phones throughout the workday

While at work, employees are expected to exercise the same discretion in using personal mobile phones as is expected for the use of company-provided mobile phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of this policy.

The East Tennessee Local Workforce Development Board will not be liable for the loss of personal mobile phones brought into the workplace.

**Personal Use of Mobile Phones**

When job or business needs demand immediate access to an employee, the employer may issue a mobile phone to an employee for work-related communications.

Employees in possession of company-supplied equipment such as mobile phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return and/or inspection.

**Safety Issues for Cell Phone Use**

All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of mobile phones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a mobile phone for business use are expected to refrain from using their phone—whether personal or company-provided, while driving. **Use of a mobile phone while driving is not required by employers of staff engaged in operations of the East Tennessee Local Workforce Development Board.** Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

**Video or Audio Recording Devices**

The use of camera phones or other audio or video recording devices may constitute an invasion of an individual’s personal privacy and may breach the confidentiality of protected information. Therefore, the use of camera and/or other video recording devices is prohibited without the express prior permission of the Executive Director and of the person (s) present at the time.

**Special Responsibilities for Managerial Staff**

As with any policy, management staff members are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

**Consequences for Violators**

Board staff members violating this policy will be subject to discipline, up to and including termination of employment.

**Employee Acknowledgement**

The undersigned employee hereby acknowledges that he or she has read the foregoing Mobile Phone Use Policy and agrees to be bound by and comply with all terms of the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date