
TELEPHONE AND PERSONAL COMMUNICATION USAGE POLICY

Land-line Telephones. Township telephones are for official business use only during working time. Charges for all other usage, including personal calls and unauthorized use of such devices, must be reimbursed to the Township. Working time shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Township, and excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Township-Issued Mobile Phones/Devices. Township-issued mobile devices may be issued to certain employees in the course of their employment with the Township. Such Township-issued devices are the sole and exclusive property of the Township and are only to be utilized by employees in the course and scope of their employment during working time (any time in which the employee is engaged in or required to be performing work tasks for the Township not to include times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.) Employees will be charged for costs incurred due to their personal use of such devices. Accordingly, the Township reserves the right to monitor the use of the Township-issued cell-phones without notice, at any time, and any such data collected from the mobile device equipment is the sole and exclusive property of the Township to be used for any purpose.

Similarly, the Township reserves the right to review the manner and use of these mobile devices and physically inspect the equipment at any time with or without notice. Accordingly, the employee shall have no reasonable expectation of privacy in any transmissions made or received using a Township-issued mobile device.

Employees are expected, at all times, to respect the integrity of the Township-issued mobile devices and to maintain the equipment in proper working condition. If an employee discovers or recognizes that the mobile device is not in proper working condition, it is the employee's responsibility to bring this fact to the attention of his or her supervisor immediately.

Upon termination of employment or in the instance of an upgrade to the employee's phone or service, the employee must return the Township-issued device to the Township.

Prohibited Use of Personal Communication Devices. To alleviate distraction and disruption of regular work routines, personal communication devices are strictly prohibited from use during working time (any time in which the employee is engaged in or required to be performing work tasks for the Township not to include times when employees are properly not engaged in performing work tasks, including break periods and meal times.) while in work areas, except where the Township has provided such device(s) to employees for business use, or in case of an emergency (such as illness, accident, and calls of a similar emergent nature).

Employees are prohibited from using their personal communication device to copy and/or upload any, confidential information (i.e., Social Security numbers, medical and/or HIPAA protected information,

dependent information or other information protected from unlawful disclosure). Employees must make reasonable efforts to obtain supervisor approval prior to making emergency calls during working time. Personal communication devices are defined as, but not limited to, cellular or two-way phones, text-messaging devices, iPhones, Android-enabled devices, BlackBerrys and pagers.

Other Personal Electronic Devices. Employees are not permitted to utilize electronic devices such as personal laptops, game systems, MP3 players, portable DVD players or any other type of personal entertainment systems while at work.

Violation of this policy may subject an employee to disciplinary action up to and including termination.