



Town of Atlantic Beach

P.O. Box 10
ATLANTIC BEACH, NC 28512

Town of Atlantic Beach

Effective February 23, 2006

Requests for cellular telephones shall be submitted to, and approved, by the Department Head or designee prior to their procurement. These requests may be submitted during the normal budget review process or at other times provided that appropriate funding is identified.

For purposes of this policy, cellular telephone usage shall include cellular, paging and radio-to-radio service.

Unless specifically authorized by the Town Manager, use of cellular telephones for personal use is a misuse of Town property. Incidental personal use will not be a violation as long as it is infrequent and does not result in costs to the Town. Should charges be incurred over the cost of the basic plan and the charges are a result of personal calls, employees shall be required to reimburse the Town for those charges. Reimbursement must be made within two weeks of receiving the monthly cellular telephone usage report. The Department Head is responsible for reviewing all cellular telephone bills of their staff for proper reimbursement of personal calls and expenses incurred beyond the cost of the basic plan. All cellular telephone bill overages that remain unpaid for more than 30 days shall be automatically deducted from the employee's paycheck.

Personal cellular service at government rates may be purchased individually by employees at their own expense, which will be billed to the employee's residence. Employees may purchase 1) a secondary line for personal use to be added to the Town issued phone, 2) family plan phones with minutes shared from secondary line purchased. Upon termination of employment, the Town owned equipment must be returned to the Town immediately and all phone numbers dedicated to that particular phone will be canceled. Due to portability of numbers, the personal phone number may have the ability to be transferred to another phone owned by the individual.

Abuse of cellular telephone privileges could result in loss of cellular telephone privileges, as well as disciplinary action in accordance with the Town's Personnel Resolution. Section 1.98 "Use of Town Supplies and Equipment" states that Town equipment, materials, tools and supplies shall not be available for personal use nor shall they be removed from Town property except in the conduct of official Town Business. By order of the Town Manager, violations of the above Personnel Resolution may result in Disciplinary Action as established in Section 2.01 of the Town of Atlantic Beach Personnel Resolution.

The Town of Atlantic Beach reserves the right to review, audit and inspect information residing in or transferred over all information systems, including Town issued cellular telephones, at any time with or without notice and that such access may occur during or after work hours. Such reviews may include auditing of use to make sure there is enough business use to merit the issuance of a Town cellular telephone.

When using a cellular telephone, employees should consider safety. Use of a cellular telephone while operating a motorized vehicle is strongly discouraged. Employees should plan to allow placement of calls prior to driving or while on rest breaks. When an employee must use their cellular telephone while driving, they should use hands free mode, keep conversations brief, avoid unnecessary calls, and no calls should be made if driving is hazardous. If it is necessary for the employee to read or write while taking the call, the employee should pull off the road.

Employees using cellular telephones shall maintain professional conduct during conversations. Cellular telephones are operated through radio frequencies, and are therefore subject to the Federal Communications Commission Rules and Regulations. Discussions of topics that are inappropriate or confidential either by law, Town policy, or for other reasons, should never be conducted via cellular telephone.

Chuck Cooper, Town Manager