

Development Authority of the North Country

Subject: Communications Device Policy

Adopted: March 28, 2024

Resolution: 2024-03-21



COMMUNICATIONS DEVICE POLICY

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SECTION 1.0 GENERAL POLICY

- 1.1 The term communications device shall apply to the use of technology for communication purposes, including telephones, computers, cell phones, texting and emails.
- 1.2 The Authority expects all of its employees to perform Authority work during their normal work hours. Employees are expected to use discretion with regard to incoming and outgoing personal calls and the carrying out of personal business, keeping both minimal.
- 1.3 Employee work areas, desks, and office equipment that are provided by the Authority are owned by the Authority and as such the Authority reserves the right to control, enter, and monitor these spaces and the use of equipment when deemed appropriate.
- 1.4 Employees must observe business courtesy when answering telephone calls. The manner in which the Authority's telephones are answered reflect on the professional image of the Authority.
- 1.5 Employees are prohibited from making calls to a 1-900 number.

SECTION 2.0 PERSONAL TELEPHONE CALLS

Personal telephone calls while at work should be limited to those that are absolutely necessary. Personal calls during the workday, whether by Authority telephone or personal cellular telephone, can interfere with employee productivity and be a distraction to others.

SECTION 3.0 CELLULAR TELEPHONE AND TEXTING USAGE

- 3.1 The Authority provides cellular telephone reimbursement to employees based upon job classification and duties. As such, the Executive Director approves cellular telephone reimbursement by job title. Human Resources will maintain a listing of job titles authorized for cellular telephone reimbursement.
- 3.2 The Authority provides cellular reimbursement in order to provide communications, data, alarms, and other Authority operating requirements, including off hours emergency response.
- 3.3 The Authority expects personal telephone calls, texting, emails and communications of non-business related nature shall be minimal during normal work hours.
- 3.4 New York State Law prohibits the use of handheld cellular telephones and texting while operating a motor vehicle. Employees are required to adhere to the law. Additional provisions are reflected in the Authority's Health and Safety Policy, which also apply.
- 3.5 Where job responsibilities require regular driving and accepting of business calls, hands-free equipment will be provided to facilitate compliance with the Health and Safety Policy.
- 3.6 The Authority will authorize the reimbursement of the utilization of an employee's personal cellular telephone, provided the utilization is prior approved by the Executive Director and the method for determining reimbursable costs is approved by the Authority Comptroller in advance.

SECTION 4.0 RECORD OF REVISION

Revision Date	Resolution #
October 25, 2010	2010-10-03
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