

*City of Monroe, Ohio*

1-30 Use of Telephones, Computers and Personal Mail Policy

Policy:

Personal use of telephones, including cell phones, as well as computers, including email and internet is discouraged except in the event of an emergency. Excessive use of telephones, computers, internet, and email (whether personal email or City email) for personal reasons may result in disciplinary action, up to and including termination.

Employees shall not use the address of the Municipal Building or other City-owned facility for receipt of personal mail. Use of the City's address, stationary or other documents with the name, address, or other identifying information for personal is prohibited and shall result in disciplinary action, up to and including termination.

Employees are prohibited from using a cell phone, whether a personal cell phone or a city issued cell phone, while driving a city-owned vehicle, unless using an approved hands-free device. Use of a City-issued cell phone for personal business is prohibited.

Use of personal cell phones is strictly prohibited during certain Public Works and Public Safety Department activities, including Fire/EMS runs, Police runs, emergency vehicle operations, inspection, tours, and training classes.

Review & Questions

Questions regarding this policy should be addressed to the Human Resources Department.

~~Policy Issued on 1/1/2023 in Employee Handbook.~~

Effective 8/22/2023, issued as individual policy.