# **ARTICLE 3 EMPLOYMENT**

## Cellular Device Policy

Approved: 1/31/2024

This policy, and related procedures, applies to all employees who are issued a Cellular Telephone or similar device (“Cellular Device”) by Delhi Township and any employees who use a personal cell phone (“Personal Device”) for Township business. The Delhi Township employee to whom a Cellular Device has been issued is responsible and accountable for all communications that occur on that Cellular Device.

Cellular Devices are intended for use as a business productivity tool in the conduct of appropriate Delhi Township related business. Personal use of a Cellular Device is to be limited.

* Personal use of a Cellular Device is permitted provided it does not interfere or distract from the timely performance of assigned duties and does not result in excessive charges.

All Township provided Cellular Devices and related peripherals are and shall remain the property of Delhi Township.

Employees that are issued Cellular Devices understand that they are subject to Public Record Laws and must comply with the Township’s Record Retention Policy.

Delhi Township employees are discouraged from using personal devices for Township business; however, if a personal device is used, employees are subject to Public Record Laws and must comply with the Township’s Record Retention Policy.

Any communication or information transmitted by, received by, or stored in a Cellular Device issued by Delhi Township or the public record content of a Personal Device is the property of Delhi Township. Delhi Township permits authorized individuals to use Cellular Devices issued by the Township in accordance with this Policy, but the Township reserves all rights pertaining to the devices. Individuals have no right or expectation of personal privacy in any matter accessed, stored, created, received, or sent by use of a Cellular Device issued by Delhi Township or the public record content issued in a Personal Device.

Delhi Township’s Electronic Communications Policy governs all use of Cellular Devices and the use of Personal Devices when used at work and/or in the conduct of Township business.

All Delhi Township employees must adhere to all federal, state or local rules and regulations regarding the use of Cellular or Personal Devices while driving. Employees must not use Cellular Devices, or Personal Devices for public purposes, if such conduct is prohibited by law, regulation or other ordinance.

Employees should, whenever possible, refrain from using hand-held Cellular Devices, or Personal Devices for public purposes, while driving. Employees are encouraged to use “hands free” devices or to pull over in a lawfully designated area to park the vehicle and continue to make or take any Cellular or Personal Device call. Employees are reminded that they must adhere to Ohio’s distracted driving laws with respect to their use of a Cellular Device, Personal Device, or any other electronic communication device.

Employees shall, at all times, refrain from using a Cellular Device as a matter of convenience when a regular telephone is otherwise readily available for use at no expense to the employee.