

# VILLAGE OF VICTORY

23 Pine Street  
Victory Mills, NY 12884

## CELLULAR PHONE USE POLICY

### 1. ISSUANCE STANDARDS

a. The consideration of who is issued a cellular telephone shall rest solely with the Village Board, upon the recommendation of the Working Supervisor. Issuance is not an obligation to provide the phone for any specific period of time and may be discontinued at any time by the Village Board or Working Supervisor.

### 2. USAGE STANDARDS

- a. A Village-issued cellular phone shall be used for appropriate business purposes, and in line with existing state regulations.
- b. Cellular phones are provided as a tool to carry out business functions and are not provided for the personal use of employees.
- c. The cellular phone may be used for personal reasons in an emergency situation only.
- d. Special features such as text messaging, picture taking, storage transmitting, 411 acquisitions and e-mailing should not be used unless in an emergency or work related.
- e. There shall be no texting while driving.

### 3. COMPLIANCE

- a. The Village Clerk/Treasurer will review all monthly invoices to determine compliance. In the event the employee has engaged in any excessive uses the Village reserves the right to recover applicable costs and/or revoke the cellular phone privileges.
- b. The Village Board reserves the right to offer payroll deduction for charges in of excessive use. An authorized form will be signed by employee allowing employer to use this method. Otherwise the cost will be payable to the village in cash if no form has been signed and/or authorized to use this method.
- c. Misuse may consist of, but is not limited to frequent personal use, failure to reimburse Village for invoices, or use of phone without a hands-free device while operating a vehicle or equipment while on Village business.

### 4. LOSS OR DAMAGES TO PHONE

a. Loss of phones by individuals will be the responsibility of the user and users must be able to provide the phones for inspection at any time, upon request. Loss of the phone will result in the employee being charged for same and/or value thereof.

### 5. EFFECTIVE DATE

a. This policy is in effect immediately upon adoption, dated November 5, 2014.