

Warren-Newport Public Library District **Staff Manual**

526 Cell Phone Usage

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The Warren-Newport Public Library District provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their patrons, vendors, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls or texts. However, occasional brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones while driving and should safely pull off the road and come to a complete stop before dialing, talking, or texting on the phone.