



## Policy and Procedures Manual Application: All Personnel Section A6.11-6.13 Cell Phone Policy

### A 6.11 CELLULAR PHONE POLICY

This policy outlines the use of personal cell phones at work, the personal use of University cell phones, and the safe use of cell phones by employees. Failure to follow the guidance provided may result in disciplinary action/and or termination.

### A 6.12 PERSONAL CELLULAR PHONES

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of University phones. Personal calls, including text messaging, during the work hours, regardless of the phone used can interfere with employee productivity, safety, and be distracting to others. Employees are directed to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of the university's policy. ECU will not be liable for the loss of personal cellular phones brought into the workplace.

### A 6.13 SAFETY ISSUES FOR CELLULAR PHONE USE

In compliance with SEC 11-901b of the Governor's Executive Order, in effect November 1, 2010, the operator of every vehicle, while driving, shall devote their full time and attention to such driving. The operator of the vehicle shall be cited if they are driving in such a manner that poses an articulable danger to other persons on the roadway that is not otherwise specified in statute.

Employees whose job responsibilities include driving or equipment operation are expected to refrain from using their phone/communication device while driving or operating equipment. Safety must come before all other concerns. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### A 6.14 SPECIAL RESPONSIBILITIES FOR MANAGERIAL STAFF

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy. However, discretion regarding the level of appropriate personal cellular phone use will be left up to the corresponding supervisor.