

TELEPHONE, FACSIMILE AND CELL PHONE USE

Applicability: This policy applies to all Oak Hill employees.

Oak Hill provides telephones, facsimile machines and cell phones for business communication. While some personal use of this technology is expected and anticipated, no personal use may unduly interfere with an employee's job duties and responsibilities.

No employee may use telephones and/or facsimile machines for any illegal, unethical or inappropriate activities or purposes, including, but not limited to defamation; harassment; intimidation; solicitation; threats; coercion; the purchase or sale of illegal items; profanity; or racial, ethnic, sexual, religious or other derogatory slurs or epithets; insults. Such conduct shall be deemed a violation of Oak Hill's Standards of Conduct and Workplace Behavior policy and/or Sexual and Unlawful Harassment Policy, and may result in disciplinary action up to and including discharge.

Oak Hill reserves the right to monitor the use of its telephones and may access stored voice and text messages. No employee who uses such equipment shall have any expectation or right of privacy connected with its use. Any information produced or generated on such equipment may also be subject to disclosure under state or federal law or through a subpoena or other judicial proceedings.

Employees shall ensure that Oak Hill equipment is not damaged, altered or changed in any way that would prevent its use for agency purposes or create opportunities for its misuse for outside purposes.

A. Use of Oak Hill Cell Phones

Oak Hill issues cell phones to certain staff whose job duties require 24-hour availability. If you carry an Oak Hill cell phone, you may ask your supervisor for a hands-free communications device.

B. Use of Personal Cell Phones While at Work

Employees may not use cellular phones for personal business except in emergency circumstances. Staff may use their cell phones to make personal calls during authorized breaks. Employees must not use cellular telephones while operating Oak Hill vans and equipment and may not wear hands-free devices while on duty.

Any employee who observes or becomes aware of any violation of this policy shall report the matter to the Director of Information Services.

Cross reference: Computer and Internet Use
 Vehicle Safety

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