

EUREKA COUNTY SCHOOL DISTRICT

PHONE POLICY

The District's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

**Personal Phone Calls & Texts**

Personal phone calls, messages, and texting, audio/video recording, and other features of employees private cell phone are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees.

**Cell Phone Use in Vehicles**

All employees are expected to follow applicable state & federal laws regarding the use of cell phones or other hand-held devices at all times. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion unless using a hands free device. This includes dialing, answering, texting, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion. Safety must come before all other concerns.

Employees shall pull off the road and safely stop before placing or accepting calls texting, checking and responding to messages, unless they are using hands-free operations/devices.

This provision does not include passenger use of cell phones.