



Director Approval - Original Approval Date: 4/30/2016
Update Approval Date: 12/31/2022
Signature: _____

PARKS & RECREATION

Date: 06/30/2016 Updated: 12/31/2022 Date To Be Reviewed: Three Years – 12/31/2025

Title of Document: 3.5.B LOPR_Personal Cell/Smart Phone Use During Work Hours

Background:

The Parks & Recreation Department (LOPR) recognizes that cell/smart phones have become an integral part of everyday life. LOPR is also certain that they may be a great asset in the workplace if used for productivity apps, calendars, checking emails, communicating with other staff or customers, business calls, etc.

However, it has also been observed that cell phones may also cause problems when used imprudently or excessively for personal use. LOPR retains the right to monitor employees for excessive or inappropriate use of their cell/smart phones during work hours. This is why the Department is providing guidelines for personal cell phone use during work hours. Deliberate or repeated violation of these guidelines may result in discipline.

- Do not use cell/smart phones ever while driving for business purposes.
- Do not play games on the cell/smart phones during work shifts.
- Surfing the internet, texting and talking on the cell/smart phone for personal use should be restricted to lunches and breaks; and no more than a few work minutes per day if an emergency.
- The download or upload of inappropriate, illegal or obscene material through a City internet connection is prohibited.
- The use of cell/smart phones for personal calls within earshot of someone else's working space during work hours is not allowed, except in case of an emergency.
- Please be respectful and refrain from using cell/smart phones during meetings or training sessions. Please silence alerts and ringtones as well.
- In shared workspaces, cell/smart phone rings or other notification alerts should be minimized in volume or silenced completely.

Any questions about these guidelines should be directed to your immediate supervisor, or the Department Director.

Responsibility/Contacts: Department Director, Deputy Directors