

**MOBILE-DEVICE AND USAGE POLICY**

**I. PURPOSE**

To establish guidelines for the use of Smartphones when conducting Pioneer Community Energy (“Pioneer”) business.

Pioneer issues individual Smartphones to employees who are required to be in close contact with the agency at all times. Employees not receiving an “agency phone” may be reimbursed for business calls made from personal Smartphones. While Smartphones are a necessary tool for doing business, we require that our employees follow the guidelines listed in this policy in order for Pioneer to provide the most cost-effective program.

**II. GENERAL STATEMENT**

Employees may be eligible for agency paid Smartphones, or reimbursement for business calls from their personal Smartphones. To obtain an agency paid Smartphone the employee must receive approval from the Executive Director or Chief Operating Officer. Employees should not purchase equipment on their own. Inclusion in the program is based on the role or function of the employee. All employees will need to follow the guidelines listed below.

**III. GUIDELINES**

AGENCY PROVIDED SMARTPHONES

- Where job or business needs demand immediate access to an employee whom otherwise would be difficult to reach, or demand the employee to have immediate access to customers, Pioneer may issue and direct pay the monthly service cost of the Smartphone.
- This program is generally provided for employees at the Director level or above.
- All Agency provided Smartphones are the property of Pioneer. Employees must comply with Agency requests to make their Agency-issued Smartphone available for any reason, including

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upgrades, replacement, or inspection. Employees who leave the Agency for any reason must return their Agency-issued Smartphone to the Management Analyst.

- Pioneer reserves the right to publish the Smartphone numbers in order to make the employee more accessible for business needs.
- All equipment must be obtained through the Management Analyst. Failure to follow this policy will result in exclusion from the program.
- Any negligent damage will be the employee's responsibility to repair or replace.

### AGENCY REIMBURSED SMARTPHONES

- In cases where an employee's regular job does not require them to be in close contact with the agency at all times but the employee on occasion uses his or her personal cell phone for business purposes, such calls shall be reimbursed.
- Pioneer does not reimburse for text messaging, unless there is a specific need or an emergency situation. Smartphone users are expected to use email or voice to communicate instead of texting.
- All employees on the reimbursement program must submit an expense report with the smartphone bill attached each month for the month the bill is due. Any bill submitted more than one month late will not be reimbursed. The maximum monthly limit for reimbursement will be \$50.00.

## **IV. SMARTPHONE ETIQUETTE**

- While at work employees are expected to exercise the same discretion in using personal smartphones as is expected for the use of Agency phones.
- Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Phones should be set on vibrate, or turned off, especially during meetings. Employees are encouraged to minimize the number of personal calls during work time.

### **V. SMARTPHONE SAFETY**

- Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their cell phone or mobile device while driving. Safety must come before all other concerns.
- Employees whose job responsibilities do not specifically include driving as an essential function, but use a smartphone for business use, are also expected to abide by the provisions above.
- Employees are prohibited from using smartphones for work-related matters while driving. If the employee needs to make a call, or receives a call while driving they should pull over safely and stop the car.
- Under no circumstances are employees allowed to place themselves or others at a safety risk to fulfill business needs.
- Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the first priority. We expect employees to keep these calls brief. If, because of weather, traffic conditions, or any other reason, employees are unable to concentrate fully on the road, they must either end the conversation or pull over and safely park the vehicle before resuming the call.