

RESOLUTION NO. 33-2018

BOROUGH OF ROSELAND
 COUNTY OF ESSEX, STATE OF NEW JERSEY

AMEND TELEPHONE USAGE POLICY WITHIN SECTION II
 OF THE BOROUGH OF ROSELAND PERSONNEL POLICIES
 AND PROCEDURES MANUAL TO ADD A NEW SECTION
 ENTITLED "CELL PHONE POLICY"

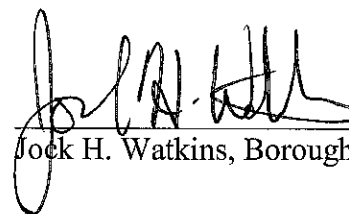
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roseland hereby amend the Telephone Usage Policy within Section II of the Borough of Roseland Personnel Policies and Procedures Manual to add the attached, new section entitled "Cell Phone Policy".

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	RECUSE	ABSENT
Councilman Bardi		X	X				
Councilman Jacobs	X		X				
Councilman Leonard			X				
Councilman Smith			X				
Council President Tolli			X				
Councilman Tsilionis			X				
Mayor Duthie (In case of tie)							
VOTE:			6	0			

I do hereby certify that the forgoing is a true and exact copy of a Resolution adopted by the Mayor and Borough Council of the Borough of Roseland on January 16, 2018.



John Duthie, Mayor



Jock H. Watkins, Borough Clerk

Cell Phone Policy

Borough-Issued Cell Phones

The Borough may issue cell phones to employees whose jobs require them to make calls while away from the office or require them to be accessible for work-related matters.

Cell phones issued by the Borough are Borough property. Employees must comply with Borough requests to make their Borough-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Borough for any reason must turn in their Borough-issued cell phone to the Administrator. The cell phone number remains Borough property. The Borough, in its sole discretion, may issue that telephone and telephone number to another employee. No Employee shall erase any Borough related communication from a cellular/smart telephone without permission of the Borough Clerk

Security of Company-Issued Phones

Employees are responsible for the security of Borough-issued cell phones and the information stored on them. Always keep your cell phone with you when traveling; never leave it unattended in your car or elsewhere. If your Borough-issued cell phone is lost or stolen, notify the Borough Administrator immediately. Never store confidential Company information on a cell phone.

Don't Use a Cell Phone While Driving

We know that our employees may use their cell phones for work-related matters, whether these devices belong to the employee or are issued by the Company.

Employees are prohibited from using cell phones for work-related matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a cell phone while driving can lead to accidents.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must

ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

Hands-Free Equipment

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather, traffic conditions, or any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

Using Your Cell Phone for Business

The Borough's overtime rules apply to any type of work done after hours, including using a Borough-issued cell phone to make business calls. All overtime work -- including such work-related calls -- must be approved in writing, in advance. Working overtime without permission violates Borough policy and may result in disciplinary action.

Employees may not use their own personal cell phones to make business calls.