

CELLULAR PHONE USE

City-issued cellular phones should be used only for City business. These phones are distributed to enhance your productivity and safety while you are away from the office. Cell phone bills are based on the number and length of calls placed and received, so only official business calls should be made. Some departments allow employees to make phone calls on their cell phones to family members advising them of a situation that will extend their work hours without a penalty. If a supervisor authorizes any other personal call, it is the employee's responsibility to reimburse the City promptly.