

ER-5 Personal Cell Phones

The administrative policy of personal cell phones is as follows:

Personal cell phones cannot be used during the course of your scheduled work day. They can be left on vibrate or silent and you can return personal cell phone calls during your lunch break. Emergency phone calls can come through the Fairfield County regular phone lines, but must be kept to a minimum. We have found from many departments that personal cell phone calls are taking away from the productivity, safety and effectiveness of the work day.

Employees with County issued cell phones must use these phones for business use only.

This policy is to ensure that we always maintain a safe professional work environment for our citizens that we serve and personal cell phone usage will not portray or support this image. This also includes text messaging during work time.

Elected and Appointed department heads, as always, you can use this administrative policy for guidelines within your office.