

Butterfield Park District Cell Phone Use Policy

- 1. Purpose:** The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect you. Inappropriate use of communication devices at work can cause injuries because it's distracting and may interfere with their proper and safe use of equipment and machinery. Devices and headphones or wireless earpieces may also get tangled in machinery or interfere with the proper use of personal protective equipment. Additionally, the use of cell phones and other communication devices when overseeing program participants is a distraction that puts are participants at risk and will not be tolerated.
- 2. Devices Covered:** The devices covered by this policy include cell phones, Blackberries, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the Company or the individual worker (collectively referred to as "Devices").
- 3. Persons Covered:** This Policy applies to workers, contractors, consultants, temporary workers and other workers at the park district, including all personnel affiliated with third parties working at park district facilities.
- 4. Activities Covered:** The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, whether such vehicles are owned by the Company or the worker. The Policy applies to all conversations, whether personal or business-related.

5. Prohibited Uses

General: While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any device in the workplace for any unauthorized purposes, including but not limited to:

- Engaging in personal conversations
- Playing games
- Surfing the internet
- Checking email
- Sending or receiving text messages
- Taking photos of participants with cell phone or other personal electronic device
- Posting on Social Media sites (Ex: Twitter, Facebook, Snap Chat etc.)
- Posting photos of participants, posting comments about participants or information about Butterfield Park District to any social media site is STRICTLY Prohibited and will result in disciplinary action.

Driving: Illinois State law dictates that while operating a vehicle, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot. Use of hands-free devices while driving is not permissible.

- 6. Permitted Uses:** Workers may use devices, while they're not working, in the following designated areas: lifeguard break room and aquatics office
- 7. Violations:** Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.
- 8. In the Event of an Emergency:** If, in the case of an emergency, a family member should need to contact you while you are on duty, calls should be made to the main operator, 630-855-2229 x10. Please provide your family with this information.

I have read and will abide by the terms of this policy regarding the use of communication devices at work.

Name(printed) _____

Signature _____

Date: _____