
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Cellular Telephone and District Telephone Usage
POLICY NUMBER: 7230

7230.1 Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

7230.1.1 Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

7230.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

7230.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

7230.3 Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee’s work station is in close proximity to others.

7230.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner and in compliance with State and Federal law. Therefore, the use of personal and/or District-owned cellular telephones is prohibited while driving a vehicle or operating machinery without a hands free device. More detailed driver/phone usage policy can be found within Policy Sections 7255.10, 7255.10.1, and 7255.10.2.

7230.5 Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

7230.6 Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor or if the communication takes place while on a rest or lunch break.

7230.7 District Office Landlines: Employees must limit personal District landline phone use to their assigned breaks and lunch.

7230.8 District owned cellular telephones are provide and intended for District use only.