

USE OF TELEPHONES AND CELL PHONES

Office telephones of the Authority are a vital part of the Authority's operation. Because of the large volume of business transacted by telephone, personal use of telephone shall be extremely limited. Personal usage during business hours of office telephones is generally prohibited except for emergency situations. No toll or long-distance personal calls are permitted whatsoever without permission of the Manager.


The use of personal cell phones or other communication devices, including texting, during business working hours is prohibited except for extreme emergencies. Employees that have repeated cell usage for personal calls will be subject to discipline which, if not corrected, would involve termination. Employees shall set any personal cell phones to silent ring mode during work hours to avoid disturbing those working around them. Personal cell phones, however, may be used during employee's lunch hour or approved breaks.

Employees should absolutely never use any type of photographic feature on their cell phones to take pictures on Authority premises or while conducting Authority business, which prohibition shall not be applicable to use of photographic features of cell phones by the Maintenance Superintendent or Manager in performance of their duties and responsibilities on behalf of the Authority.


RESOLVED AND ENACTED by the Susquehanna Township Authority this 2nd day of February, 2010.

ATTEST:

SUSQUEHANNA TOWNSHIP AUTHORITY



Yves E. Pollart, P.E.
Secretary



Anthony W. Salomone,
Chairman