

Bad River Tribe Cell Phone Policy

DRAFT

8-23-19 POST FOR EMPLOYEE REVIEW & COMMENT

Submit written comments to HR Manager by 8-30-19

The **Bad River Tribe's (Tribe)** cell phone policy offers general guidelines for using personal and company cell phones during work hours. The purpose of this policy is to help us all get the most out of the advantages cell phones offer the tribe while minimizing distractions, accidents, and frustrations improper cell phone use can cause. Cell phones should not be allowed to distract employees from business tasks. They should not be used for surfing the internet or gaming during work hours. Cell phones should never be used while driving, operating equipment, or in any situation where they can cause accidents.

Work Cell Phones

Cell phones will be provided to Department Managers and employees **on a need to have (not nice to have) basis**. This will be determined by Tribal Administration and Department Heads.

All Tribe provided cell phones or mobile devices are the property of Tribe. Employees must comply with Tribe's requests to make their Tribe-issued cell phone available for any reason, including upgrades, replacement, or inspection.

The Tribe reserves the right to publish the cell phone numbers in order to make the employee more accessible for business needs.

The Tribe's current carrier is AT&T. The current plan does not allow unlimited data usage. **There is a 5g limit on data usage per month. Any employee who exceeds the 5g limit will be personally responsible for any and all overages.** The Accounting Department will send out billing statements to employee(s) exceeding the 5g monthly limit. If not paid within 30 days of receipt of billing statement, payment will be removed from the employee's paycheck. Once an amount is removed, the funds cannot be refunded.

If the amount owed is up to \$150, the deduction period will be two (2) payrolls.

If the amount is \$150, but less than \$300, the deduction is four (4) payrolls.

If the amount is \$300, but less than \$600, the deduction is eight (8) payrolls.

If the amount is \$600 or more, the deduction will be ten (10) payrolls.

Personal Cell Phones for Work

In the event it is determined by Administration/Department Head that an employee in that Department MUST have a cell phone, the employee MAY OPT to use their own personal cell phone for work. In that case, the employee can be reimbursed \$25.00 per month.

All employees on the reimbursement program must complete an annual blanket purchase order for the fiscal year with a maximum of \$300 (\$25/month x 12 months). Next, the employee must submit their most recent cell phone invoice for reimbursement each month along with a voucher for payment for reimbursement. Any bill submitted more than one month late will not be reimbursed.

The Tribe will not be liable for the loss or damage to personal cell phones brought into the workplace.

Bad River Tribe Cell Phone Use Guidelines:

The following are the Tribe's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the first priority.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

The Tribe realizes that cell phones can be great tools for our employees. We encourage employees to use cell phones:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

Improper Cell Phone Use

Improper use of cell phones may result in disciplinary action. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the Tribe's Social Media and/or Confidentiality policy may result in employee termination. This policy applies to all Bad River Tribal government employees.

While at work, hourly employees are expected to exercise discretion in using personal cellular phones. Personal calls during the workday, unless on break, regardless of the phone used, are not permitted. Flexibility will be provided in circumstances demanding immediate attention or in the case of an emergency.

Lost, Stolen, or Damaged Cell Phones

Any negligent damage will be the employee's responsibility to repair or replace.

Returning Cell Phone Upon Termination

Employees who leave the Tribe for any reason must return their Tribe-issued cell phones to their supervisor. The employee must also write down the phone's passcode. If the passcode is not written down the cell phone cannot be unlocked or used for future employees, therefore the cost of replacing the same phone will be removed from the employee's last paycheck.