



# **Town of Georgia Cell Phone Use Policy**

ADOPTED \_\_\_\_\_, 2025

# POLICY

## Purpose

This policy outlines appropriate use of personal and Town-issued cell phones during working hours to ensure productivity, safety, and a respectful work environment.

## Scope

This policy applies to all employees, contractors, interns, and temporary staff of Town of Georgia.

## General Use During Work Hours

- Personal cell phone use should be limited during working hours to avoid disruptions.
- Employees are expected to keep phones on silent or vibrate mode during meetings and work hours.
- Personal calls, texts, or app use should be restricted to break and lunch times unless there is an emergency.

## Designated Areas and Times

- Use of personal phones is allowed in designated break areas and during scheduled breaks or lunch periods.
- Use of phones is prohibited in client-facing or production areas unless authorized.

## Town-Issued Devices

- Employees issued a Town phone must use it primarily for work-related purposes.
- Inappropriate or unauthorized use (e.g., personal calls, streaming, social media) on Town phones may result in disciplinary action.

## Prohibited Use/Texting Law

- Employees are not permitted to use handheld phones or electronic devices as defined in 23 V.S.A section 1095b and 1099 while driving Town vehicles or operating heavy equipment.
- As used in this section, "texting" means the reading or the manual composing or sending of electronic communications, including text messages, instant messages, or e-mails, using a portable electronic device as defined in subdivision 4(82) of this title.
- A person shall not engage in texting while operating a moving motor vehicle in a place open temporarily or permanently to public or general circulation of vehicles.
- In addition, a person shall not engage in texting while operating a motor vehicle on a public highway in Vermont, including while the vehicle is stationary, unless otherwise provided under this section.

## Disciplinary Action

- Violations of this policy may result in disciplinary action up to and including termination of employment.

## Effective Date

This policy as amended shall become effective immediately upon its adoption by the Town of Georgia Selectboard.

## Signatures

Selectboard Chair : \_\_\_\_\_

Selectboard Vice Chair: \_\_\_\_\_

Selectboard Member: \_\_\_\_\_

Selectboard Member: \_\_\_\_\_

Selectboard Member: \_\_\_\_\_

Date of Revision: \_\_\_\_\_

## Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on \_\_\_\_\_, 2025.

2. Read and approved at regular/special Town of Georgia Selectboard meeting on \_\_\_\_\_, 2025 and entered in the minutes of that meeting which were approved on \_\_\_\_\_.