CELLPHONE USE POLICY

Using personal cellphones during working hours creates safety hazards and reduces productivity. This policy provides guidelines for use of personal cellphones by employees in the workplace.
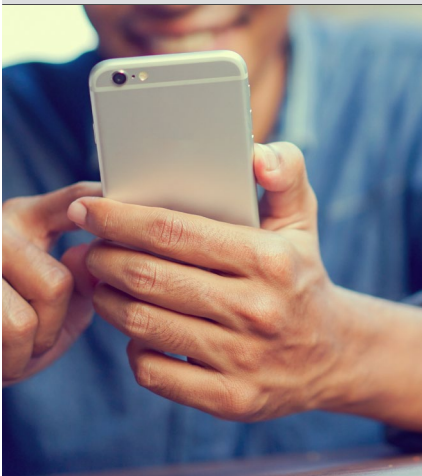
a. Cellphone use including text messaging is prohibited during work hours.

b. The job office number should be used for emergencies and the superintendent will relay important messages. If an employee is experiencing a special emergency that may require use of a personal cellphone at a time other than scheduled breaks and meal periods, the employee should discuss the situation with their immediate supervisor at the beginning of the work shift for permission to use the cellphone on a limited basis during work.

c. Employees may use cellphones during lunch or during the 10 minute morning break period.

d. Employees whose job duties require regular or occasional use of a company issued cellphone are strongly discouraged from using their cellphone for personal use.

e. All employees are required to follow the policy. This includes craft positions and administrative positions.

f. Supervisors are responsible for initiating progressive disciplinary actions for employees who fail to comply with this policy.

g. Misuse of a cellphone will result in suspension of work without pay for one day. The second violation of this policy will be grounds for disciplinary action, up to and including reduction of pay and/or termination of employment.

My signature, below, indicates I have read, understand, and agree to these requirements. (Typing your name in the box constitutes an electronic signature.)

EMPLOYEE NAME (PRINTED)

EMPLOYEE SIGNATURE   DATE

THIS IS A "FILLABLE" PDF—YOU MAY TYPE IN THE INFORMATION, ELECTRONICALLY SIGN IT, SAVE THE FILE, AND THEN EMAIL IT AS AN ATTACHMENT TO:

jmorgan@hoganconstruction.com

ALTERNATIVELY, PRINT AND NEATLY FILL OUT THE FORM AND DELIVER TO HUMAN RESOURCES IN OUR CENTERVILLE OFFICE.

THIS FORM IS ALSO AVAILABLE ON HOGAN UNIVERSITY (LIBRARY>FORMS) AND CAN BE FILLED OUT AND SUBMITTED THERE.

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