

4.25 USE OF CELLULAR PHONES/LIBRARY DISTRICT PHONES

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for Library District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the Library District's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Library District encourages and promotes cell phone safety when operating a motor vehicle for Library District business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
- Place calls while stopped or have someone place the call for you.
- Avoid intense, emotional or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages while operating a motor vehicle.

Adopted by the Niles Public Library District Board of Trustees 1.18.2017