



## CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

### CELLULAR AND WIRELESS DEVICES IN THE WORK PLACE

#### **Applicability**

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This policy applies to all employees, interns, fellows, and volunteers who work for the City of Providence.

#### **Purpose**

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The purpose of this policy is to ensure a safe and productive work environment free from distractions. It applies to the use of personal cell phones, tablets, laptop computers, or other wireless devices. This policy applies to making or receiving phone calls and text messages, or using the device for gaming, internet access, instant messaging, or any other activity that requires the user's attention.

#### **Policy**

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Personal use of cellular or other wireless devices during the work day interferes with employee productivity and can be distracting to others. Accordingly, the following rules apply to cell phones and wireless devices that are not owned by the City.

- Personal use of cell phones and kindred devices must be limited to break and rest periods, and be accomplished in a manner that does not disrupt the work place.
- Devices may not be used at any work site where its operation is or may be a distraction to the public or other employees, even if the user is on break.
- Devices may not be used when performing safety sensitive duties, such as operating a vehicle or machinery, or at times when the employee is responsible for the supervision and care of children, the elderly, or persons with special needs.
- Any activity that violates City policy, including accessing and/or distributing pornographic or harassing material, is strictly prohibited.

#### **Exceptions and Etiquette**

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- Some employees use personal cell phones or other wireless devices while carrying out their duties for the City, such as using the phone to make necessary calls or send necessary text messages to colleagues or supervisors, or to access their City email account. When such use is necessary, the employee and her supervisor should discuss the issuance of a City phone.
- Employees may occasionally find it necessary to use personal cellular or wireless devices during working hours particularly when dealing with urgent or time sensitive matters of a critical nature. All such use should be of minimal frequency and duration. That is, employees should rarely utilize their personal devices on work time, and even then for a duration of less than three minutes. In addition, the employee must notify his or her supervisor when such minimal but necessary use is expected.

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#### **HUMAN RESOURCES**

Providence City Hall | 25 Dorrance Street, Room 401, Providence, Rhode Island 02903  
401 421 7740 ph | 401 273 9510 fax

[www.providenceri.com](http://www.providenceri.com)