



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

CITY OF SYRACUSE

Personal Cellular Phone Usage Policy

The use of personal cellular phones, including text messaging, is prohibited during working hours, because they create distractions in the workplace, disrupt productivity, may present potential security and safety hazards and may cause privacy concerns for employees. Personal cellular phone usage shall be permitted, in accordance with departmental rules, under the following situations: during scheduled work breaks; while awaiting a job assignment; when communicating with supervision; and in emergency situations. In addition, personal cellular phones should only be used in areas where it does not interfere with the work of other employees and when used, must be done in accordance with applicable federal, state and local laws.

Revised Date: June 9, 2008