

<b>Stockbridge-Munsee Community</b>	
<b>Policy:</b> Cell Phone Use Policy	<b>Tribal Council Approved:</b> 03/07/2017
<b>Department:</b> MIS	<b>Revision Approved:</b>
<b>Pages:</b> 04	

The Stockbridge-Munsee Community Cellular Phone use policy applies to any device owned by the tribe that makes or receives phone calls, leaves messages, sends or receives text messages, access the Internet, or downloads and allows for the reading of and responding to email.

Stockbridge-Munsee Community phones are intended to be used by employees for tribal business. The use of tribal owned cell phones is intended for business use. Excessive personal use of a tribal owned cell phone that goes beyond the plan limits such as data will be charged to the employee at the standard rate with the exception of emergency assistance.

### **Requesting a cellular phone**

Any department may request a cellular phone for use by their staff if it is determined necessary for the requested employee to complete his or her job duties. The following is a list of factors that will be used to determine an employee's need for a cellular phone. Any employee requesting a cellular phone must meet at least one of the following criteria.

- **Emergency Situation/Safety and Security Considerations.** Where it is necessary to provide for, maintain, or enhance the personal safety of a Stockbridge-Munsee Community employee in the performance of their duties and responsibilities, or to maintain public safety within the community.
- **Essential Communication.** Where it is essential that an employee have the ability to communicate quickly with department personnel, other departments, or outside individuals or organizations on a regular basis, in order to receive direction, provide instruction, or obtain necessary and essential information to perform their job functions.
- **Frequent Field Work/Travel.** Where an employee is frequently in the field or is traveling to various work assignments and they are required to have regular contact with other individuals.

- **On-call.** Where employees are working in an on-call capacity and must be able to be reached and are required to return a call addressing a request for service anytime while on-call.

### **Procedures to Obtain A Cellular Phone:**

- **Employees:** Must be approved by two levels of management.
- **Directors:** Must be approved by immediate supervisor.
- **Council:** Must be approved by any Council Officer.
- Once approval is obtained on the authorized cellular device request form, the signed request must be sent to the MIS department attention Chief Information Officer for approval.
- MIS Department will place the order.
- When the device arrives the Chief Information/designee will notify the requestor and schedule an appointment for pick up.
- MIS will send the cost of the phone to the appropriate department requestor for payment.

### **Procedures For a Stipend:**

- If an employee, meets the requirements to have a cellular phone: The employee in this case is personally responsible for their own equipment, phone plan, and billing. Any employee using this option will receive a stipend of \$30.00 per month to offset the cost of their personal monthly billing. The phone/device will be considered the personal property of the employee. Proof of ownership must be turned in to receive payment.
- **Shared Tribal Phone.** Departments can obtain a tribal owned cellular phone and have it shared among employees. This would be the most economical option. A tribal issued Cellular Phone will be issued if the phone is to be used exclusively for tribal business. In this case the Stockbridge-Munsee Community will pay the entire cellular phone bill, including the monthly flat fee. The phone is considered Tribal property.

### **Cellular Phone Responsibilities**

- Employees that refuse the Tribal owned device will still be required to provide an emergency/after hours contact number to staff and their supervisor.

- Supervisors are responsible to report any changes in employment to Human Resources and to collect Tribal property.
- Human Resources will be responsible for reporting any changes in employment to MIS in order to assist, if needed, in coordinating the return of any cellular phone and or related equipment or cease stipend status.

### **Cell Phone Replacement Schedule:**

- Cellular Phones will be replaced as needed due to technology advancements and or normal wear. Recommended life cycle replacement is every two years.
- In the event of a lost, damaged, or stolen phone, the tribe will pay for the first incident. Employees will be responsible for replacement costs after the first incident. Enforced every two years.

### **Cellular Phones and Driving**

All Stockbridge-Munsee Community employees are prohibited from using a cellular device while operating a motor vehicle, this includes manual texting, talking or dialing on the device. A handsfree headset comes included with the phone.

### **Cell Phones at Work**

The Stockbridge-Munsee Community is aware that employees utilize their tribal-supplied cellular phones for business purposes. During meetings and related activities these devices can become disruptive. To ensure the effectiveness of meetings and related activities, employees are asked to switch their cellular phones to vibrate.

### **Use of Cellular Phone Cameras**

The use of cellular phone cameras is acceptable as a work tool.

### **Prohibited Uses**

Employees shall not use the cellular phone in a way that violates tribal policies, including policies on harassment, or that causes a disruption in the workplace.

### **Cell Phone Use Exempt and Non Exempt Employees.**

**Non Exempt employees** may only use tribal owned cell phones within the parameters of their approved work hours. Tribal owned cell phones may be used outside the normal work hours only when approved by their supervisor.

Supervisors who require non exempt employees to respond to messages outside normal working schedules must be aware that the employee's time spent responding to such communications are required to be documented and be compensated in the same manner as overtime worked.

**Exempt employees** may use their cell phones as required by their supervisor with no limitation to their working hours.