

Kentuckiana District
CELL PHONE/BLUETOOTH/MP3 PLAYER/TABLET POLICY
March 9, 2017

There can be no doubt that new forms of technology in the workplace impact everyone on the job. Cell phones, though not new, are now more widely used for personal and business reasons and can present a variety of issues. This policy attempts to address some of those issues by outlining the use of cell phones in the workplace including the safe use of cell phones by employees having driving responsibilities.

For the purposes of this policy, cell phone usage includes, but is not limited to: Bluetooth devices, MP3 players, tablets, making calls, receiving calls, texting, taking a photograph, taking a video, and/or using an app.

There is no specific prohibition concerning the possession of cell phones while on the clock, either on or off postal property. However, personal cell phone usage is prohibited in all official postal workroom floor areas. We have determined that the loss of focus on one's job tasks interferes with the employee's ability to safely perform his or her duties and responsibilities while using cell phones.

All devices are to be stored away, out of sight, while on the workroom floor and in a postal owned or leased vehicle or a personal vehicle used for postal business.

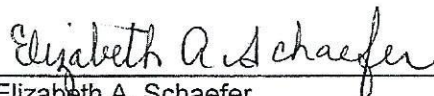
Kentuckiana District employees may use personal cell phones while on official breaks or during mealtime. In an emergency, calls/texts may be taken/reviewed away from the workroom floor as authorized by the facility head and area supervisor. When exercising this privilege, employees must be courteous and ensure usage is not disruptive or distracting to others. All employees should advise their families and friends of this policy to minimize problems and ensure compliance with this policy as written. Supervisors and Managers are responsible for enforcing this policy and proposing appropriate corrective action in cases of noncompliance.

All employees are prohibited from using their cell phones while on the clock and operating a postal owned or leased vehicle or a personal vehicle used for postal business. Safety considerations must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off the road, out of traffic, to a safe location, and bring the vehicle to a complete stop, before using their cell phone.

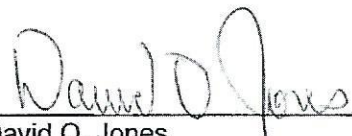
City and Rural Letter Carriers may use their cell phones in emergency situations, while on an official break or during mealtime. An example of an emergency situation would be vehicle breakdowns, hazardous conditions, or situations affecting their ability to safely perform their duties. Cell phone usage is prohibited while performing delivery duties, such as on a walking route or while in the process of delivering mail.

Using unauthorized webcams, cameras, cell phones with cameras (and other personal imaging devices) in restrooms, locker rooms, retail counter areas, mail processing areas, workroom floors, vehicles, or other Postal Service areas is prohibited unless approved by area or headquarters vice president or designee for business purposes. Cameras or cell phones used as cameras in violation of this prohibition may be subject to temporary confiscation.

During the course of activities related to postal employment, postal employees may not record, monitor, or otherwise intercept the oral or wire communications of any other person through the use of any electronic, mechanical, or other device, nor listen in on a telephone conversation, nor direct another to do so, unless all parties involved in the communication are made aware of and consent to such interception.



Elizabeth A. Schaefer
District Manager



David O. Jones
Sr. Plant Manager

Please post on all EMPLOYEE BULLETIN BOARDS.