

Wyandot County General Health District Cell Phone Policy

A. General Policy

Cell phones are provided to the administrator, directors, PIO, emergency preparedness coordinator, and selected staff. The primary function of these phones is to provide redundant communications capabilities during health department emergency response activities. In order to obtain maximum utility of this equipment and maintain efficient skill levels, staff is encouraged to use the phones during daily operations. Since the contract with the service provider has a limited amount of shared time, staff is cautioned to exercise efficiency and caution with cell phone use to prevent costly overages in the time parameters allotted.

B. Daily Operations

Staff is encouraged to use their cell phone to maintain communications with personnel in the field. Again, such calls should be necessary and kept short to maximize the allotted minutes and prevent unnecessary costs.

1. Lost, stolen, or irreparably damaged cell phones must be replaced at the employee's expense.
2. All employees must sign a cell phone inventory list. Items on the inventory list must be returned at the request of the health commissioner or ON the date the employee's employment status ends with the health department. Any missing, damaged, or unreturned equipment will be replaced at the employee's expense.
3. When in a car, only use your cell phone when parked.
4. Never dial the cell phone or take notes while driving.
5. If your cell phone rings while driving, allow your voicemail to take the message and retrieve the message when you are parked.
6. There are a multitude of cell phone plans in the Wyandot County General Health District's cell phone package. Each plan has different time allotments and conditions. It is the EMPLOYEE'S responsibility to understand the features and conditions of his/her particular plan. The employee will be required to reimburse the Health District any overages that may occur unless a documented emergency necessitated the usage of uncovered charges. Examples of potential costs to the employee include but are not limited to:

- Exceeding the amount of peak minutes allowed under the cell phone plan. The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Exceeding the amount of off-peak minutes allowed under the cell phone plan. . The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Calling directory assistance. . The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Any roaming charges. . The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Long distance charges. . The employee will reimburse the health department at the current contracted rate at the time of the usage.
 - Web usage and download fees. . The employee will reimburse the health department at the current contracted rate at the time of the usage. (currently not an option)
 - Any other charges above and beyond the regular monthly service charge established by the cell phone contract.
7. All employees with a cell phone plan that includes 300 peak time minutes have been enrolled into a pool. The cell phone is meant for emergency purposes only. Repeatedly exceeding the allotted peak minutes may result in revocation of the department issued cell phone.
 8. The health commissioner or designee may choose to revoke cell phone privileges at his/her discretion.

C. Emergency Response

The primary use of the cell phone is to provide communications for emergency response activities. Therefore, each staff member who is issued a health department cell has the following responsibilities.

1. Administrator, Directors, Emergency Preparedness Coordinator, PIO
 - a. The cell phone must be maintained and properly charged at all times.
 - b. All necessary numbers should be properly programmed into the cell phone.
 - c. With the exception of vacation or sick/administrative leave, all above staff must be reachable by home or cell phone 24 hours per day, seven days per week. When on leave, designees must be assigned to cover the above positions. These designees must then have 24 hour, seven days per week availability.
2. Staff

- a. The cell phone must be maintained and properly charged at all times.
- b. All necessary numbers should be properly programmed into the cell phone.
- c. Employees must be reachable by cell phone during normal business hours (0800- 1430 hrs, coverage area permitting).
- d. While staff-level employees are not required to carrying their phones with them after hours, they are required to have the phones available after hours for emergency response activities. If the employee does not utilize their cell phone after hours, it is asked that the employee leave his/her cell phone at the health department should it be needed for emergency response.

D. Personal Use

All health department employees may use their cell phone for personal use during or after hours. Such use should be kept to a minimum because of contract constraints.

- 1. Employees are expected to remain under his/her respective plan's designated minutes and conditions.
- 2. If the cell phone plan's conditions are exceeded, the employee must reimburse the Health District.
- 3. Any lost phone shall be reported immediately to employee's supervisor.

_____ made the motion to approve/deny the Internal Accounting Policy, seconded by _____. Motion carried. Voting as follows:

Board Member	Vote	Date	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	Total Board Members Vote
_____	_____	_____	Philip Case, President's Vote

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Employee Statement of Understanding

I, _____, understand that I have been chosen to receive a Wyandot County General Health District cell phone. I have read and understand the Wyandot County General Health District Cell Phone Policy. As such, I also understand that I may be accountable for any and all charges incurred by cell phone usage above and beyond the contractual monthly limits of the cell phone plan. The cell phone plan that I have been given includes the following:

I understand that I may be accountable for any of the following additional charges:

- Lost, stolen, or damaged cell phone equipment
- Exceeding the amount of peak minutes allowed under the cell phone plan.
- Exceeding the amount of off-peak minutes allowed under the cell phone plan.
- Calling directory assistance.
- Any roaming charges.
- Long distance charges.
- Web usage and download fees.
- Any other charges above and beyond the regular monthly service charge established by the Sprint PCS contract

Employee Signature

Date Signed

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Inventory Receipt

I, _____, received the following cellular phone equipment. Furthermore, I understand that the following equipment must be returned at the request of the Health Commissioner and/or on the date my employment ends with The Wyandot County General Health District.

Phone: _____

Wall charger: ___ yes ___ no

Car Charger: ___ yes ___ no

Additional Equipment: ___ yes (list) ___ no

Employee Signature

Date Signed