

## 2.21 Employee Cell Phone Use

### **Purpose**

This policy sets forth guidelines regarding cell phone usage by library employees during their scheduled work hours. The policy recognizes that cell phones provide ease of communication between the employee and his or her family members/others and that communication is sometimes necessary during the span of time the employee is working. Occasional cell phone usage is permitted provided that communications are limited, necessary, professional, and communication does not interfere with library service to patrons or co-workers. As a general guide, library employees should exercise the same discretion in using personal cell phones, as in using library phones for personal use.

### **A. Personal Cell Phone Use Guide**

- a. Employees should silence their cell phones while working.
- b. Employees are generally expected to make and receive personal phone calls during break periods.
- c. Personal phone conversations and texting are to be kept to a minimum. Cell phone use may diminish productivity by distracting co-workers and limit the availability of the employee to serve patrons and co-workers.

### **B. Library Specific Use**

- a. Cell phones may not be used to make or receive personal calls in the public service areas of the library.
- b. Conversations should be conducted quietly, efficiently, and in a business professional manner.
- c. It is unacceptable to interrupt service to a patron or coworker in order to take a cell phone call or text except in the case of an emergency.

### **C. For Social Media Use**

Designated staff may use their cell phones for posting on the library's social media with the awareness of the RCL Social Media Policy and the understanding that this task does not take precedence over primary library duties.