



TARTA CELL PHONE POLICY

Policy:

The purpose of this policy is to establish guidelines for the issuance, use and expectations of employees for the business use of agency issued and personal cell phones.

If an employee uses their personal cell phone for business matters, they must always use the agency's business applications to send and receive data safely.

Employees should never use their cell phones while driving unless their vehicle is equipped with hands free devices that allow them to use their cell phone safely and lawfully. The agency is not responsible for employees that are charged with traffic violations while using their cell phone are solely responsible for all liabilities that result from those actions.

Employees that have been issued agency devices, must understand that these devices may be locked, unlocked, disabled or reviewed by the IT department at any time. All non-agency applications must be approved by IT before being downloaded onto agency cell phones.

In cases where the use of a cell phone is essential for an employee to execute the duties of their job, a departmental head may request a cell phone stipend for employees to be managed by the department head and the CFO based on the position responsibilities and budget considerations.

When there is an appropriate business need approved by the department head, and an agency cell phone is not issued, a monthly stipend of \$50 will be added to the employee's pay. This stipend will not increase the employee's base salary and will not be included in the calculation of any benefits. It will be subject to applicable taxation.

Should the employee's position change such that the position function no longer requires the necessity of a cell phone, the stipend will be discontinued or if the cell phone was agency issued, it will be returned.

Violations of this policy will be subject to disciplinary action, up to and including termination of employment. Employees that use agency issued or personal cell phones must sign "The TARTA Cell Phone Agreement".

TARTA CELL PHONE AGREEMENT

1127 West Central Avenue, P.O. Box 792
Toledo, Ohio 43697-0792
P: 419.243.7433 | F: 419.243.8588

TARTA.COM

I, _____, have read the TARTA Cell Phone Agreement, and agree to the terms and conditions presented in the policy.

I understand that the use of the cell phone for business purposes requires me to be cognitive of data that is being sent and received and take every precaution to protect its contents. If I am using my personal cell phone, all data should be exchanged using the agency's business applications.

I understand that I am responsible for installing or having agency applications installed on my personal phone if it is to be used for business purposes.

I understand that any business conducted on my agency issued or personal cell phone are subject to all local, State and Federal Statutes regarding the Freedom of Information Act and/or any subpoenas. I am solely responsible for any violations related to misuse.

I understand that I am not to use my cell phone while driving unless I have a hands-free device that allows me to do so safely.

I understand that I am responsible for any violations I receive while using my cell phone in the course of driving.

Signature of Employee

Date

Signature of Department Head

Date

The logo for TARTA, consisting of the word "TARTA" in a bold, blue, sans-serif font. To the right of the text is a vertical blue line that extends upwards and then turns left at the top. Below the text are several horizontal lines in orange, green, and blue, and a vertical blue line that extends downwards from the top of the logo area.