

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 CIVIC DEVELOPMENT CORPORATION
 Resolution No. CDC-18-10-16
 October 18, 2018

ADOPTING A CELLULAR PHONE USAGE POLICY

WHEREAS, the St. Lawrence County Industrial Development Agency Civic Development Corporation (the “Corporation”) has developed a policy outlining the usage of the Corporation’s cellular phones, and

WHEREAS, the Corporation’s Governance Committee, having reviewed the Cellular Phone Usage Policy, including staff-recommended revisions, recommends acceptance by the Corporation Board,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Civic Development Corporation does hereby authorize the Corporation’s Cellular Phone Usage Policy, as attached.

Move:	Blevins			
Second:	LaBaff			
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins	X			
Hall	X			
LaBaff	X			
McMahon				X
Hooper	X			
Staples	X			
Morrill	X			

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
 October 18, 2018

**St. Lawrence County Industrial Development Agency
Civic Development Corporation**

**Policy Guidance:
Cellular Telephone Usage Policy**

October 18, 2018

Introduction

This document outlines the cellular phone usage policy set forth by the St. Lawrence County Industrial Development Agency – Civic Development Corporation (the “SLCIDA-CDC”) and pertains to the use of cellular phones registered to the SLCIDA-CDC and the use of personal cellphones in the office, and the use of other electronic devices by employees.

Policy

Personal cellular telephones:

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls during nonwork time, when possible. If personal use is deemed excessive or inappropriate, the privilege may be revoked. Employees should make every effort to keep personal cell phone use or other electronic device use, for non-work purposes, to a minimum.

The SLCIDA-CDC will not be liable for the lost of personal cellphones brought into the workplace.

All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cellphones at all times.

Company-provided cellphones

- I. The Chief Executive Officer and Deputy Chief Executive Officer have a cellular phone assigned to them for the purpose of accessibility for business-related reasons.
- II. SLCIDA-CDC’s cellular phone plan will provide minutes/airtime sufficient to conduct business-related activities.
- III. In the event that the minutes/airtime used exceeds SLCIDA-CDC’s cellular phone plan, the staff person will reimburse SLCIDA-CDC for any personal minutes/airtime used above the allowable minutes. The reimbursement rate will be the same as charged by the cellular phone company.
- IV. In the event the SLCIDA-CDC owned cellular telephone is lost or damaged, the employee must report it immediately to the SLCIDA Chief Executive Officer.
- V. All SLCIDA-CDC owned cellular telephones must be returned to the SLCIDA-CDC immediately upon the request of the SLCIDA-CDC Chief Executive Officer.

- IV. All employees will be asked to review and sign a copy of this policy annually. The signed document will be placed in the employee's personnel file.

Video or Recording devices

The use of camera or other video or audio recording capable devices on company premises is prohibited without the express prior permission of the Chief Executive Officer and of the person(s) subject to recording. Video or audio recording in restrooms is strictly prohibited.

Consequences for Violators

Employees violating this policy may be subject to discipline, up to and including termination of employment.

Employee Acknowledgement

By my signature, below, I acknowledge that I have received a copy of the following policy. I understand that I am expected to read the policy and that it contains important information relative to my employment with the St. Lawrence County Industrial Development Agency-Civic Development Corporation:

Policy: Cellular Telephone Usage

Signature: _____
Date: _____