

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. 18-10-29
 October 18, 2018

REVISIONS TO CELLULAR PHONE USAGE POLICY

WHEREAS, the St. Lawrence County Industrial Development Agency (the “Agency”) has had in place since 2005 a policy outlining the usage of Agency cellular phones, and

WHEREAS, Agency policies, standards and procedures undergo periodic review by the Agency’s Governance Committee, and

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

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

Move:	Hall			
Second:	Blevins			
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

**Policy Guidance:
Cellular Telephone Usage Policy**

Creation Date: November 2005
Review: January 26, 2012
Review: October 15, 2018

Introduction

This document outlines the cellular phone usage policy set forth by the St. Lawrence County Industrial Development Agency (the “SLCIDA”) and pertains to the use of cellular phones registered to the St. Lawrence County Industrial Development Agency and the use of personal cellphones, or 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 St. Lawrence County Industrial Development Agency will not be liable for the loss 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, Deputy Chief Executive Officer, Business Development Specialists and Facilities Manager have a cellular phone assigned to them for the purpose of accessibility for business-related reasons.
- II. SLCIDA’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’s cellular phone plan, the staff person will reimburse SLCIDA 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-owned cellular telephone is lost or damaged, the employee must report it immediately to the SLCIDA Chief Executive Officer.

- V. All SLCIDA-owned cellular telephones must be returned to the SLCIDA immediately upon the request of the SLCIDA 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:

Policy: Cellular Telephone Usage

Signature: _____
Date: _____