

ST. LAWRENCE COUNTY
PROPERTY DEVELOPMENT CORPORATION
Resolution No. PDC-18-10-09
October 18, 2018

ADOPTING A CELLULAR PHONE USAGE POLICY

WHEREAS, the St. Lawrence County Property 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 Property Development Corporation does hereby authorize the Corporation’s Cellular Phone Usage Policy, as attached.

Move:	LaBaff			
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
Property Development Corporation**

**Policy Guidance:
Cellular Telephone Usage Policy**

October 5, 2018

Introduction

This document outlines the cellular phone usage policy set forth by the St. Lawrence County Property Development Corporation (the “SLCPDC”) and pertains to the use of cellular phones registered to the SLCPDC 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 SLCPDC will not be liable for the loss of personal cellphones and other electronic devices 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, and Facilities Manager have a cellular phone assigned to them for the purpose of accessibility for business-related reasons.
- II. SLCPDC’s cellular phone plan will provide minutes/airtime sufficient to conduct business-related activities.
- III. In the event that the minutes/airtime used exceeds SLCPDC’s cellular phone plan, the staff person will reimburse SLCPDC 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 SLCPDC owned cellular telephone is lost or damaged, the employee must report it immediately to the SLCIDA Chief Executive Officer.
- V. All SLCPDC owned cellular telephones must be returned to the SLCPDC immediately upon the request of the SLCPDC 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 Property Development Corporation:

Policy: Cellular Telephone Usage

Signature: _____
Date: _____