

**FRESNO COUNTY OFFICE OF EDUCATION
CELL PHONE USAGE DURING WORK HOURS
STANDARD OPERATION PROCEDURE #1303**

Effective: 10/ 26/06

Revised: 06/03/08

Initiated by: Laurie Gabriel

Approved by: Larry L. Powell

The following shall be the policy for all FCOE employees regarding the use of personal cell phones, school phones, and site emergency phones:

Personal Cell Phones:

Personal calls may be made or received while the employee is on rest break or lunch period.

Instructional Settings: Personal cell phones are **NOT** to be used on the campus, in the classroom, or in the community during instructional time and when staff is responsible for the supervision of students.

Office Settings: During work hours, personal cell phones are **NOT** to be used.

Vehicle Use: Effective July 1, 2008, all drivers are prohibited from using a handheld wireless telephone while operating a motor vehicle. Motorists 18 years of age and over may use a "hands-free device" however, drivers under the age of 18, may NOT use a wireless telephone or hands-free device (VC § 23124).

Work/Personal Cell Phones:

Positions requiring the use of a cell phone shall comply with the provisions as set forth in Standard Operating Procedure #105 – FCOE Telecommunication Equipment Policy.

Staff should avoid cell phone use when working at an office or workstation equipped with a phone. During meetings or when conducting business, cell phones should be off, in silent, or vibrate mode. Staff shall leave a meeting only to take an urgent or emergency call from their site.

School Phones:

School phones are to be used for school business. Personal calls will **NOT** be forwarded to classrooms. Messages will be taken and placed in the staff member's mailbox. It should be understood that at times there are exceptions to this standard policy, such as when the employee receives an emergency phone calls or is expecting an important phone call, e.g., from a physician.. In such cases, the employer shall explain the situation to the designated office person for Program/Department Supervisor approval.

Site Emergency Cell Phones:

Site emergency cell phones are to be kept charged and used for emergency purposes only. When not in use, the phones shall be kept on site in a designated locked area and **NOT** taken home. Site supervisor must notify the staff and the cluster or main office of the location where the cell phone is stored. Sites with more than one class shall share the cell phones on community trips

Site emergency cell phones shall be used for the following:

1. **Emergencies** that occur on community trips, e.g., injuries, a lost student, 911 calls, etc.
2. **Site emergencies** when the regular phone system is down.