

RESOLUTION 2007-17

AMENDMENT TO THE UPPER SOUTHAMPTON TOWNSHIP PERSONNEL POLICY

WHEREAS, Upper Southampton Township has adopted a Personnel Policy for its employees on December 19, 1989, as amended; and

WHEREAS, the Board of Supervisors desires to amend said Personnel Policy by establishing policy and guidelines with regard to phone and computer use.

NOW THEREFORE, the Board of Supervisors of the Township of Upper Southampton, County of Bucks, Commonwealth of Pennsylvania, hereby adopts the following policy with regard to cellular phone and computer use

EQUIPMENT USE POLICY

Purpose: The purpose of this policy is (1) to regulate the use of Township-owned phones, computers, cameras, pagers and other equipment and (2) to regulate the possession and use of cellular phones, pagers, computers and all other property not owned by the Township during work hours. This policy is necessary to insure the proper and effective operation and administration of the Township. This policy is also necessary to protect the safety and welfare of Township employees and residents.

Township-owned Property: Township employees shall not use Township owned cellular phones, landline phones, pagers, computers, facsimiles, copiers, postage meters, cameras, and other Township equipment for personal use or for non-Township related matters. Provided, however, that cellular and landline phones may be used in the case of an emergency or other unexpected occurrences that demand the employee's immediate attention. Such use shall be promptly reported to the Employee's department head. Provided further, that the use of televisions and radios shall be regulated by rules promulgated by the respective department heads.

Employee-owned Property: Township employees are not permitted to possess or use any computers, televisions, cameras or similar devices not owned by the Township during work hours.

Township employees are permitted to possess and use personal cell phones during work hours if all of the following conditions are met:

1. Use of personal cell may only be used in the case of a personal emergency or other unexpected occurrences that demand the employee's immediate attention.
2. Use of the cell phone shall be limited to making and receiving phone calls only.

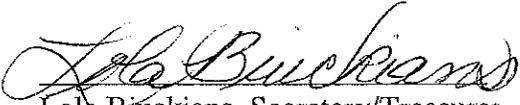
3. Employees shall not engage in any non-work related commercial activity while on duty.
4. The personal cell phone including the cell phone number must be registered with the Township. Unregistered personal cell phones may not be possess or used during work hours
5. The employee shall provide his/her personal cell phone's complete records, including data records, to the Township as part of an investigation alleging a violation of this policy. This information shall include, but not be limited to the name, number, date and time of all incoming and out going calls. The employee may redact the phone numbers of any personal phone calls during non-work hours, but shall not redact any dates and times of phone calls and messages.

Provided however, an employee may use a personal cell phone and/or personal camera for township-related business if prior written permission is granted by the Township Manager.

For purpose of this policy, work hours do not include meal breaks or other approved breaks.

Effective Date: This Policy shall apply to all employees of Upper Southampton Township and is effective immediately. The Township reserves the right to amend this policy at any time for any reason.

Approved by the Board of Supervisors of Upper Southampton Township, this 4th day of September, 2007.


Lola Biuckians, Secretary/Treasurer

Upper Southampton Township
Board of Supervisors


Keith E. Froggatt, Sr., Chairman