

ARCHDIOCESE OF CINCINNATI
TELEPHONE USAGE POLICY

The purpose of this policy is to establish guidelines for employees of the Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) regarding the use of telephones and cell phones while conducting Archdiocesan/Affiliate business. The office telephone and the cell phone play a vital role in our business operation.

A. PERSONAL CALLS

Due to the large volume of business transacted by the phone, personal use of the telephone during business hours should be limited and brief. Personal long distance phone calls will be the responsibility of the employee. Charges incurred with these calls must be billed to the employee's home phone, credit card, placed collect or the employee must compensate the Archdiocese of Cincinnati or its Affiliates.

B. DRIVING

The Archdiocese of Cincinnati and its Affiliates require the safe use of cell phones and other electronic devices while conducting business. Therefore, the Archdiocese of Cincinnati and its Affiliates do not permit employees to use a handheld electronic wireless communications device to write, send, or read a text-based communication while driving an automobile, truck, motorcycle, bicycle or any moving vehicle. This prohibition not only includes text messaging, but also encompasses surfing the internet and reviewing/responding to email.

C. BUSINESS MEETINGS

During regular business hours, employees should set cell phones on silent mode prior to conducting or attending any official business meeting to avoid disturbing those attending the meeting.

D. COMPANY CELL PHONES

In certain circumstances, Archdiocesan/Affiliates-supplied cell phones will be issued to employees whose duties and responsibilities require them.

Archdiocese

Employees eligible for cell phones will be determined by the Department Directors in December of each year. A vendor that offers the highest quality product for the lowest cost will be selected by the Department Directors.

Affiliates

Employee eligibility for cell phones will be determined by their administrator.

E. TERMINATION OF EMPLOYMENT

It is the responsibility of a terminated employee to return any Archdiocesan/Affiliates-supplied cell phone to his/her supervisor on the last day of employment. Failure to comply may result in a deduction from an employee's final pay.

F. ENFORCEMENT

The Archdiocese of Cincinnati, its Affiliates and their responsible administrators intend to enforce the policy set forth and expect all employees to comply. Failure to comply with any of the provisions of the Telephone Usage Policy will be grounds for discipline, up to and including termination.

The Archdiocese of Cincinnati reserves the right to (1) make changes to this policy at any time and at its sole discretion, and (2) interpret and administer the policy in light of changing circumstances and events.

ARCHDIOCESE OF CINCINNATI
CELLULAR COMMUNICATION DEVICE FORM

EMPLOYEE NAME: _____

DEPARTMENT: _____

CELLULAR COMMUNICATION DEVICE: _____

SERVICE PROVIDER: _____

DATE ISSUED: _____

USAGE PARAMETERS: _____

COST PER MONTH: _____

RATIONALE FOR ARCHIDOCESAN SUPPLIED PHONE:

ARCHDIOCESE OF CINCINNATI
TELEPHONE USAGE POLICY

PLEASE PRINT

Employee Name:

Last

First

Middle Initial

Job Title:

Office/Parish/School

Verification Statement

I verify that I have read and understand this policy. I agree to abide by this policy and also understand that the Archdiocese of Cincinnati and its Affiliates may amend or change the policy at their discretion without notice.

Employee Signature

Date

RETURN SIGNED FORM TO HUMAN RESOURCES OR ADMINISTRATOR