

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 4040
PERSONNEL

PHONE POLICY

The District's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

1. Personal Phone Calls & Texts

- a. It is expected of all employees that personal calls, texts, and other multimedia communication will not occur during instructional and supervisory periods. This is to ensure that student education and safety is paramount. Should it be necessary to accept a call/text during these periods for emergency reasons, please notify the administrator of the situation. This expectation applies to both district issued and personal communication devices.
- b. Should a personal emergency call be made on a district issued cell phone, the employee may be asked to reimburse the district for incurred costs.
- c. Employees are expected to protect the District-issued mobile equipment from loss, damage, or theft.

2. Cell Phone Use in Vehicles

- a. All employees are expected to follow applicable state & federal laws regarding the use of cell phones, or other hand-held devices at all times. The use of Bluetooth devices, in accordance with state law, is permissible. Safety must come before all other concerns.
- b. This policy does not include passenger use of cell phones.
- c. This prohibition is in effect regardless if the cell phone is issued by the District or is privately owned by the employee.
- d. Employees are responsible for any fines or penalties assessed by law enforcement for violation of this expectation.