

Amityville Public Library

Staff Cell Phone and Portable Computing Devices Policy

Personal Cell Phones at Work

Although the Amityville Public Library allows its employees to bring their personal cell phones to work, we expect employees to keep personal conversations and/or texting to a minimum. While occasional, brief (less than one minute) personal phone calls or texts are acceptable, frequent or lengthy personal calls and texting can affect productivity and disturb others. For this reason, employees are generally expected to make and receive personal phone calls during breaks only.

Employees must turn off the ringers on their cell phones while at work.

Employees must turn off their cell phones or leave their phones elsewhere while on the Library floor, serving patrons and at meetings, presentations, or trainings. Any staff member experiencing a family emergency that may require immediate contact must receive approval from the Library Director or his/her designee to bring a phone to a public work area. That approval is good only for the specific time and day and in no way implies continual approval for the same emergency.

It is inappropriate to interrupt a face-to-face conversation with a patron or coworker in order to take a personal phone call.

Remember, others can hear your cell phone conversations. You must talk quietly, and save intimate and/or private discussions for another time.

Use of Personal Portable Computing Devices at Work

Employees may not use any personal laptop, tablet or other computing devices during work hours other than library work-related troubleshooting or training of Library resources. Otherwise these devices may only be used on breaks.

Disciplinary Action

Employees who violate this policy will be subject to disciplinary action, up to and including termination. Employees covered by the Collective Bargaining Agreement will be subject to disciplinary action as stipulated under Article 10, Section L of said Agreement.

Adopted April 18, 2013