



Cell Phone Policy

Created 7/14/2015

Revised 8/22/2017

Bullitt County Public Library recognizes that cell phones and smart phones are major components in the daily routine of modern living. Even though they have legitimate uses in the workplace, cell phones need to be used with discretion.

- Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences, and in public areas where incoming calls may disrupt normal workflow. Even in work areas not exposed to the public, employees should be mindful that excessive cell phone use is disruptive to normal workflow.
- Personal communication, including calls and texts, should occur during break times.
- Employees may carry and use personal cell phones while at work, especially if there is an immediate family concern, or there is a legitimate work-related use that requires the employee to carry a cell phone, including communication with other Library employees.
- Personal communication, including calls and texts, should occur away from the public's view.
- If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per Library policy.
- If an employee is operating a Library vehicle and receives a call on a cell phone, the employee may answer, but shall follow appropriate safety measures or use appropriate technology to avoid unsafe driving. Failure to follow this policy may result in disciplinary action up to and including termination.