

PEMBROKE HOUSING AUTHORITY  
CELL PHONE USE POLICY

**PURPOSE:** To provide guidance for the use of cell phones owned by the Authority and issued to employees for use during the performance of their duties and govern the use of privately owned cell phones during normal working hours.

**SCOPE:** This policy shall be applicable to all employees of the Authority, regardless of their classification.

**POLICY:**

**PHA Owned Phones:** Maintenance personnel that participate in the Emergency Callback schedule shall be allowed to use a cell-phone for receiving emergency-related calls during non-working hours. The cell-phone shall not be used for the purpose of receiving or making personal calls while the employee is on or off duty.

The Executive Director may issue cell phones for use in performing PHA duties for the following uses: (1) providing a single contact number for the Board of Commissioners during non-working hours; (2) providing a means of contact for staff when he/she is away from the office; and (3) providing a means of communication for the Executive Director while he/she is away from the office during the performance of his/her duties.

The Executive Director and ALL other departmental directors may substitute the assigned authority-owned cell phone with his/her personal phone, with cost to the Authority per the Internal Revenue Service code regulations.

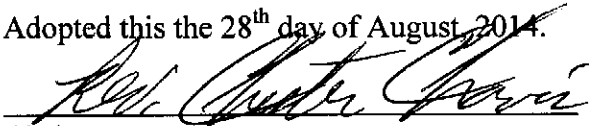
Re-imbusement for business use may be approved in an amount NOT to exceed cost of another line to the PHA.

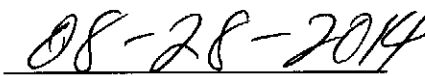
**Privately Owned Phones:** Upon the discretion of the Executive Director, employees may be allowed to carry a privately owned cell-phone during regular working hours for the purpose of receiving or making personal cell-phone calls.

**Enforcement:** It shall be the responsibility of the Executive Director and/or his/her designee to enforce this policy as it is written.

**Effective Date:** This policy shall take affect September 1, 2014, and shall supersede the previously adopted policy effective November 27, 2016.

Adopted this the 28<sup>th</sup> day of August, 2014.

  
Chairman

  
Date