

**Resolution 2018-12  
Muncie Sanitary District  
Board of Sanitary Commissioners**

**A resolution providing an amendment to Resolution 2018-10 and the Personnel Policies Handbook of the Muncie Sanitary District first adopted on January 3, 2018 concerning Section 5.5, Use of Cellular Phones.**

**WHEREAS**, the Board of Sanitary Commissioners (the "Board") wishes to modify the MSD Personnel Policies Handbook, Section 5.5, Use of Cellular Phones.

**BE IT THEREFORE RESOLVED**, that the Board does hereby adopt the following amendment to the Personnel Policies Handbook.

The Board wishes to amend Section 5.5 Use of Cellular Phones:

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls.

A. Employees may be issued District-owned cell phones for use in the performance of their job duties. Employees using a District-owned cell phone shall not download any program or application, use directory assistance, or engage in any activity outside of the District's cell phone plan. If an employee's cell phone use is greater than the District's plan for employees, the employee must reimburse the District for any additional charges. For those employees who are eligible for a District cell phone, but who opt to retain their personal cell phone plan, the District may reimburse them up to \$100.00.

B. Monthly statements of District-owned cell phones shall be reviewed for adherence to this policy. Employees who continually receive charges, outside the District's plan for employees, on their District-owned cell phones, shall be subject to disciplinary action, up to and including termination.

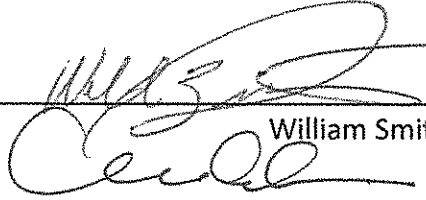
C. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

D. Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may be subject to disciplinary action. The District Administrator reserves the right to request that the employee provide cell phone bills and usage reports for calls made during the working hours of that employee to determine if use is excessive.

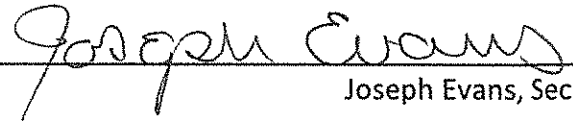
This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by the Board.

THIS RESOLUTION IS APPROVED this 7<sup>th</sup> day of November, 2018, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIOENRS

  
\_\_\_\_\_  
William Smith, President

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Michael R. Cline, P.E., Vice President

  
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Joseph Evans, Secretary