

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
SMARTPHONE/CELL PHONE
BOARD POLICY NO. 211-A

Subject: MSMEC Smartphone/Cell Phone Issuance and Use Policy

Objectives: Policy is developed for the purpose of designating MSMEC Employees to be issued MSMEC Smartphones/Cell Phones and applications to conduct MSMEC business, reimbursement for use of Personal Cell Phones to conduct MSMEC business and General Workplace Standards for use of Personal Cell Phones during MSMEC business hours.

Smartphones/Cell Phones and various applications are used by MSMEC employees on a daily basis to complete work and maintain communications regarding MSMEC business. The devices are used before and after hours for similar purposes and to ensure communications with other parties for safety purposes.

MSMEC for the purposes of maintaining this level of service by its employees herewith sets the following Smartphone/Cell Phone Policy.

Policy: **MSMEC Smartphone/Cell Phone Assignments**

MSMEC shall provide Smartphones/Cell Phones to Employees who are required to be on call and work normal work hours to perform their assignments. MSMEC shall provide Smartphones/Cell Phones to be placed in service truck's serving Mora and Pecos Service Territory and MSMEC shall provide Smartphones/Cell Phones to Managers and Supervisors who are required to be available at all times.

MSMEC Smartphone/Cell Phone Usage

MSMEC employees while working on behalf of MSMEC shall at all times practice professional and courteous etiquette while communicating with Members, Customers, Vendors, and others in the course of conducting business on behalf of MSMEC. Smartphone/Cell Phone plans provided by MSMEC for use by its employees shall include limited time call to call, email applications and be used solely to conduct MSMEC business. Use of MSMEC issued Smartphones/Cell Phones for personal purposes is prohibited. Only under emergency situations will personal use be allowed. MSMEC issued and personal Smartphones/Cell Phones shall not be used to converse or communicate while operating MSMEC vehicles, equipment and tools.

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Personal Smartphones/Cell Phones Usage

Personal Smartphone/Cell Phone of employees not used to conduct MSMEC business shall be used during working hours only in emergency situations. Personal Smartphones/Cell Phones are to remain in the employee's personal belongings and/or the work desk. When using for emergency purposes, usage shall be kept to a minimum. Extended personal conversations are prohibited. Texting shall be kept to a minimum and is discouraged. Facetiming during work hours is prohibited. Work breaks are times when personal usage is allowed while at work properties.

Personal Smartphones/Cell Phones Usage to Conduct MSMEC Business

MSMEC employees designated to be issued a MSMEC Smartphone/Cell Phone and whom are required to be accessible 24/7 to respond to MSMEC business may choose to use their personal Smartphone/Cell Phone and applications to conduct MSMEC business during and after normal business hours. MSMEC shall compensate the employee whom chooses to do so with a monthly stipend. This stipend shall serve as fair compensation to the employee for use of their Smartphone/Cell Phone and applications to conduct MSMEC business. The Monthly stipend shall be \$60.00 dollars a month.

Smartphone/Cell Phone Safety/Enforcement

MSMEC Smartphone/Cell Phone employee usage practices shall always take into consideration the safety of the employee, equipment, and others when utilizing these communication devices and applications.

Failure by an employee to comply with this policy shall lead to disciplinary action and may result in termination of employment.

Managers and Supervisors have the responsibility to monitor usage and ensure compliance with this policy by their subordinates. Violation of policy shall be brought to the attention of the responsible employee and corrective action including the appropriate discipline for such action.

Incidents and/or accidents where citations are issued and the cause of such incident or accident is due to the failure of an employee to comply with this policy may result in disciplinary action including termination.

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Administration of Smartphone/Cell Phone Policy

General Manager shall assign MSMEC Smartphones/Cell Phones, applications and stipends to MSMEC employees in compliance with the policy. Finance Manager shall ensure payments of stipends to those employees entitled. Human Resource Manager shall retain files on those MSMEC employees issued MSMEC Smartphone/Cell Phones and Stipend. Documented correspondence on use practices by employees shall be maintained in personal files.

Approved: May 29, 2009

Effective: May 29, 2009

Amended: September 28, 2017


Board Secretary

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Employee Acknowledgement Form

Attachment A

I acknowledge that I have received and read a copy of the MSMEC Smartphone/Cell Phone Policy: I agree with all the conditions of the policy and I will abide by the policy. I further acknowledge my failure to abide by this policy may result in disciplinary action, up to and including discharge, depending upon the circumstances involved.

MSME issued or Personal Smartphone/Cell Phone

Name of Employee _____

Job Title _____

Service Area Working _____

Employees Signature _____

Date _____