

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-2
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	October 2015
Section Title	Employee Ethics and Conduct		
Subject	Personal Use of Phones at Work		

Management recognizes that it may become necessary to use the City phone system and City provided or personal cell phones for personal business at times.

All employees are expected to limit the number and length of personal calls (incoming or outgoing). This includes use of personal cell phones as well as text messaging. Department heads, with the approval of the City Manager, may set personal telephone call and general personal cell phone usage/texting standards for their department that may be more restrictive than this policy.

Following are examples of calls and texting generally considered acceptable:

- Arrange for care of children.
- Check on a sick family member or arrange for care of a sick family member.
- Arrange for property repairs such as plumbing, car, etc.
- Any local personal call during break time on the City phone system as long as it does not tie up the telephone lines into the office.
- Any personal emergency situation.

All personal telephone calls and text messaging should be kept to an absolute minimum while on paid City time.