

# Cell Phone and Handheld Device Use Policy

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## Purpose

To provide a set of guidelines for the usage of cell phones and handheld devices by church employees for church business and ministry purposes while operating a motor vehicle. This policy applies to all employees of the church who use a cell phone or handheld device for these purposes, including cell phones and handheld devices provided by the church and those personally owned by the employee.

## Guidelines

The employee should not use a cell phone or any electronic handheld device while operating a church owned or rented vehicle or while carrying out employment duties in a privately owned or rented vehicle. If cell phone or electronic handheld device use is necessary, the employee should pull off the road, if possible.

If the employee is unable to pull off the road while using a cell phone or electronic handheld device, the following uses are allowed, unless prohibited by federal, state, or local law:

- Cell phone hands-free device use, including Bluetooth
- Cell phone use as a GPS, if voice prompted/hands-free
- GPS or other electronic device, if voice prompted/hands-free

The following cell phone or electronic handheld device use is not allowed under any circumstances, while operating a church owned or rented vehicle or while carrying out employment duties in a privately owned or rented vehicle:

- Handheld cell phone use
- Texting
- Email use
- Internet use
- Cell phone use as a GPS that is not hands-free
- GPS or any other electronic handheld device use

## Enforcement

It is the responsibility of the senior or administrative pastor to manage and oversee the enforcement of this policy. The church board is authorized to make changes to the scope and detail of this policy in accordance with church bylaws.

If at any time the employee violates the cell phone and handheld device policy while operating a church owned or rented vehicle or while carrying out employment duties in a privately owned or rented vehicle, the employee will be officially reprimanded.

If at any time there is a 2nd occurrence of an employee violating the cell phone and handheld device policy, the employee will be required to take a leave of absence for one week, without pay.

If at any time there is a 3rd occurrence of an employee violating the cell phone and handheld device policy, the employee may be terminated from employment.

In any instance, the only exceptions to the above guidelines are:

- If the cell phone use is to avoid imminent death or serious bodily injury of the driver or other party and is consistent with applicable legal restrictions, or
- Cell phone use while commuting. Commuting is from the time an employee leaves his or her residence until he or she arrives at the first church business or ministry destination.

## Signatures

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Employee Date

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Senior Pastor/Business Administrator Date