

RESOLUTION NO.: 21-009

**AMENDING RESOLUTION NO. 10-04
AMENDING PERSONNEL POLICY TO INCLUDE
USE OF CITY TELEPHONE (CELL) DEVICES**

WHEREAS, the City of Dadeville has adopted Resolution Number 10-04 as its existing personnel policy for the Municipality; and

WHEREAS, the current personnel policy was adopted by the City Council of Dadeville on April 27, 2010 and was last amended by Resolution Number 20-007 on April 28th, 2020; and

WHEREAS, the City of Dadeville wishes to provide its employees with a current policy and procedure which would enhance the effective and efficient employee performance and enable the city employees derive satisfaction in their work; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dadeville, Alabama, that the personnel policy be amended to reflect the policy and procedures of the use, care and safety of City provided cellular telephones, **1.10 City Provided Cellular Telephones**, effective 23rd day of February, 2021.

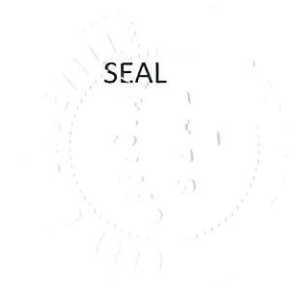
Councilperson Teneeshia Johnson, made the motion and Councilperson Tony Wolfe seconded the motion that said Resolution be approved, and said resolution passed by majority vote of the Council and the Mayor declared the Resolution passed.

PASSED, APPROVED AND ADOPTED by the City Council of Dadeville, Alabama, at its regular scheduled meeting on Tuesday, 23rd day of February, 2021.

Roll Call Vote:
Councilperson Caldwell: Absent
Councilperson Johnson: Yes
Councilperson Heard: Yes
Councilperson Greer: Absent
Councilperson Wolfe: Yes

Jimmy F. Goodman Sr.
Jimmy F. Goodman Sr, Mayor

ATTEST: Debbie M. Minor
Debbie M. Minor, City Clerk



CITY OF DADEVILLE

AMENDMENT TO PERSONNEL POLICIES AND PROCEDURES

USE OF CITY TELEPHONE DEVICES

1.10 CITY PROVIDED CELLULAR TELEPHONES

1.10.1 Use of Telephone Devices. A large percentage of the City's business is transacted by telephone. The telephone equipment of the City is provided for the purpose of providing service to our customers. Therefore, it is necessary to limit personal calls to an absolute minimum.

1.10.1.1. City-provided Cellular Telephones. Cellular telephones that are purchased by the City of Dadeville are the property of the City of Dadeville and must be returned upon separation of employment. Cellular telephones that are issued to employees for work purposes should be used for that purpose only.

1.10.1.2. Personal Use. The City of Dadeville has purchased sufficient cellular packages to meet its requirements. Personal calls resulting in overage charges, roaming fees or long distance charges or other charges assessed on the City's bill will be the employee's responsibility to pay. Failure to reimburse the City for these additional charges, in a timely manner, will result in the charges being deducted from the employee's payroll check.

1.10.1.3. Damage, Loss or Theft of City Purchased Cellular Equipment. Employees are required to take appropriate precautions to prevent theft and vandalism of equipment. Lost or stolen cellular phones should be immediately reported to the employee's supervisor or City Clerk's office. Employees found to be negligent with their equipment could be charged with the replacement of lost or stolen equipment before their service is re-established.

1.10.1.4. Cellular Telephone Usage. Cell phones should not be used while driving a City vehicle, unless the cell phone is equipped with a hands-free device or used in conjunction with safety-sensitive jobs. Employees using cellular phones while driving or operating a motor vehicle shall:

- Take all appropriate steps to insure that employee is not distracted by the cellular phone to the point that safety is compromised.
- Connect and use hands-free accessories.
- Use care when dialing the cellular phone to ensure that safety is not compromised by the dialing process. This may require the employee to safely pull over to the side of the road in order to look up numbers or dial the phone.
- Use care to ensure that phone-related activities do not interfere with the employee's safe operation of the vehicle. If an employee must make notes during the phone call, the employee should safely pull over to the side of the road before making said notes.

1.10.1.5. **Texting from City Vehicles.** In accordance with Alabama law, texting, messaging or e-mailing is prohibited while operating a City vehicle.

1.10.1.6. **Personal Cellular Telephones.** If employees bring personal cell phones to work, personal calls are to be made only during break or meal periods or as determined by the department head. Abuse of personal cell phone usage will lead to disciplinary measures.