

Cell Phone Policy

The Village of Belgium understands the necessity for employees to have cell phones while at work in order to communicate with each other. While we understand the need for cell phones, we require that certain guidelines be followed. All employees are expected to maintain a professional and conscientious attitude while using cell phones during working hours. If employees require a cell phone to perform their work during the course of the work day, the Village will either issue a cell phone or the Village will reimburse employees for the use of personal cell phones. The reimbursement amount for the use of personal cell phones shall be at the Village Boards discretion and the amount shall be set and reviewed periodically by the Village Board.

All employees of the Village that use a cell phone for performing their duties shall comply with Wisconsin State laws regarding the use of cell phones while driving. It is imperative that the safety of the employee as well as others is taken seriously.

Regardless of whether the cell phone is Village-issued or a personal cell phone, use of the phone for personal calls should be kept to a minimum while at work. Employees should also convey this guideline with their family and friends.

Any damage that may occur to the Village-issued cell phones due to negligence of the user shall be the responsibility of the user. Likewise, the Village will not assume any liability for personal cell phones that are being used while at work.

Approved by Village Board 11/11/13