

CELLULAR PHONES FOR STAFF USAGE

The Smithtown Special Library District assigns Library-funded cellular service to individual employees in positions where the associated benefits justify the cost. Employees who travel or have job responsibilities that include being out of their office or who are continuously on call for extended periods are assigned cellular service. Any employee who is assigned cellular service must acknowledge receipt of the service/phone and acceptance of the conditions of this policy. When the employee leaves the position or the position no longer meets the criteria outlined above, the cellular phone must be returned to Administration.

On a monthly basis, Administration will review cellular phone assignments to determine if there is a continuing need. Bills for such service will be reviewed. In cases where it is deemed that any charges for personal use exceed the contracted monthly rate plan, employee reimbursement is expected on a timely basis. Failure to reimburse the Library for excess charges will result in payroll deduction for such an amount. Upon loss of a cellular phone, it is the employee's responsibility to reimburse the Smithtown Special Library District at the current replacement value.

The usage of cellular phones is subject to New York State driving laws.