

Policy: Cell Phone Usage/Texting Policy

In order to ensure that SUNY Delhi's faculty and staff meet their obligation to students and the campus community, this document sets forth SUNY Delhi policies about cell phone usage and applies to all College employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The College reserves the right to modify or update these policies at any time.

1. Use of Cell Phones or Similar Devices

- a. **General Use at Work.** While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with campus phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The College is not liable for the loss of personal cell phones brought into the workplace.
- b. **Unsafe Work Situations:** The College prohibits the use of cell phones that create unsafe work situations (e.g., construction activities, near heavy machinery, etc.). Cell phones (whether personal or business-issued) may not be used in these instances.
- c. **Use While Driving:** New York State law includes an absolute ban on the use of cell phones and texting - whether personal or business-issued, while driving. Use of cell phones, without a hands free device, while driving a State owned vehicle is prohibited at all times.

2. **Camera Phones:** Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Video voyeurism laws prohibit the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.).

3. **Management of Cell Phone Use:** It is important that management personally provide a good example of cell phone use, and manages excessive or inappropriate use of such phones by their employees.