

## **VI. EMPLOYEE CONDUCT**

### **I. CELL PHONE USAGE**

The City of Lawrence may acquire cellular phones for those employees and departments where such technology will allow the City to contact an employee at all times for work-related issues and/or for the employee to have the ability to maintain contact after business hours. A city issued cellular phone will enhance the ability of City employees to provide innovative, cost effective, efficient and effective customer service. Cellular phones shall be provided only when other less expensive methods of expedient communication are not available or appropriate. The city may reimburse employees for business use of their personal cell phones when a city issued cellular phone is not provided or is not available. The reimbursement will not exceed the cost of the employee's service plan for the period used for business purposes. See Attachment D for guidelines regarding Cell phone usage.