

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

It is the policy of the Municipal Ice Complex (MIC) that use of personal cellular/wireless devices shall be limited during the workday. Any call(s) should be limited to business purposes only.

- Use of personal cellular/wireless devices during the workday is prohibited except for official business and with the pre-approval of the Senior Facility Manager (SFM).
- All front office and concession employees, with the exception of the Manager on Duty (MOD) are required to keep their personal cell phones in their lockers or other designated place while working. Make sure that friends and family members are aware of MIC policy. In the event of an emergency, family members should call the facility in order to contact you.
- Employees may make personal calls during their break or meal periods.
- Headphones are prohibited, both wired and wireless.
- In the case of an emergency, communicate your immediate need with your shift supervisor, MOD, DHR or SFM.
- Employees whose job responsibilities include on-ice activity may use the cell phone for emergencies such as evacuations or medical situations only.
- The MIC may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters. Those employees must comply with company requests to make those phones available for any reason, including upgrades, replacement or inspection. Employees who leave MIC employment for any reason must return their MIC issued cell phone.
- In order to ensure a productive workday, the following use of personal cellular/wireless devices is prohibited during working hours except break and meal periods.
 1. Accessing the internet for any non-work related purposes, including social media.
 2. Playing games, listening to music.
 3. Watching TV, movies, sports, etc.
 4. Any activity that violates MIC policy, including, but not limited to accessing and/or distributing harassing materials.
 5. For safety reasons, do not walk while talking or texting on your phone.