



April 21, 2006

ALL MANAGERS/SUPERVISORS  
SAN FRANCISCO PERFORMANCE CLUSTER

SUBJECT: Cellular Telephone Use Policy

There can be no doubt that new forms of technology in the workplace impact everyone on the job. Cellular phones are becoming more widely used for personal and business reasons and can present a variety of issues. This policy addresses some of those issues by outlining the use of cell phones in the workplace, including the safe use of cell phones by employees having driving responsibilities.

There is no specific prohibition concerning the possession of cellular telephones while on the clock, either on or off postal property. However, personal cellular telephone usage is prohibited in all official postal work areas as it interferes with employees' duties and responsibilities. Employees may use personal cellular telephones while on official breaks or during meal time. Employees may receive emergency phone calls at times other than their official breaks and meal times. However, it is understood that emergencies are not expected to be of a recurring nature. When exercising this privilege, remember to be courteous and ensure usage is not disruptive or distracting to others in the area.

Employees whose job responsibilities include regular or occasional driving are prohibited from using their phone while driving. Safety considerations must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, pull off the road out of traffic to a safe location, bringing the vehicle to a complete stop, before using the phone.

Employees who drive may use their cellular telephones in emergency situations. An example of an emergency situation would be vehicle breakdowns, hazardous conditions, or situations affecting their ability to safely perform their duties. An employee may be reimbursed for the phone call, when documentation is provided. Other than an emergency, the only time it is acceptable for an employee to use a personal cellular phone is on official break or during meal time.

This policy supercedes all other policies that have been issued in the San Francisco Performance Cluster concerning personal cellular telephone usage. Violation will lead to the issuance of appropriate corrective action. Please relay this information to all employees in your installation, and post this policy in a prominent location on all employee bulletin boards.

A handwritten signature in cursive script, appearing to read "Winifred G. Groux".

Winifred G. Groux  
District Manager

A handwritten signature in cursive script, appearing to read "James L. Larkin".

James L. Larkin  
Senior Plant Manager