



CELL PHONE AND PAGER USAGE POLICY

BOARD OF DIRECTORS POLICY NUMBER 034

The Connecticut Resources Recovery Authority shall provide cell phones or pagers to employees where such equipment facilitates or is required for the employee's performance of their job duties. Assignments shall be made where clear business justifications warrant the assignment of such equipment.

Assignments shall be made upon the review and approval by an employee's Division Head (or in the case of a Division Head, the President). A brief written explanation of the employee's need for such equipment shall be submitted for justification. Such an explanation shall include justification based upon the following criteria (as applicable):

- Description of safety requirements warranting the assignment of such equipment;
- A substantial portion of the employee's work is in the field or outside of the office on a regular basis, and there is a requirement that the employee be in regular contact with the office;
- The employee is "on-call" outside of regular business hours;
- The assignment of such equipment is expected to increase the employee's productivity;
- The employee is a critical decision maker.

If approved, the employee shall be assigned equipment with a service plan designed to meet their expected (or documented record of) business usage needs.

Brief incidental personal usage of the equipment is acceptable as long as such usage flows from the requirements of the employee's job duties and such incidental personal usage does not regularly result in the employee exceeding the service plan allowances.

The Policies and Procurement Committee shall review exceptions to this policy.

Approved by: Board of Directors

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