

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : HAND-HELD MOBILE TELEPHONES
Policy Number : 03-02-05
Issue Date : 09/30/2001
Revision Date :

I PURPOSE

The purpose of this policy is to define the use of hand-held mobile telephone.

II POLICY

Pursuant to Executive order # 110 all employees shall not use hand-held mobile telephones while operating State or personal motor vehicles on public highways when conducting State business and shall not use hand-held mobile telephones while operating state motor vehicles on public highways. The term "use" for purposes of the Executive order is defined as holding a mobile telephone to or in the vicinity of, the driver's ear.

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Note: Per Executive order No. 110 dated May 14, 2001.