



POLICY

SUBJECT: Use of Personal Communications Tools and Entertainment Devices While at Work

POLICY:

It is the policy of the Delaware County Electric Cooperative, Inc. (the Cooperative) that during the Work Day, overtime work, or other times when an employee or director is otherwise representing the Cooperative, employees and directors of the Cooperative shall use Personal Communications Tools and Entertainment Devices only in circumstances where doing so does not represent a safety risk and where doing so does not interfere with one's ability to serve the members of the Cooperative. Throughout this policy, the terms "employee" and "director" may be used interchangeably and to mean either or both.

DEFINITIONS

Entertainment Device – any hardware device (e.g. iPod) or software program (e.g. YouTube, Pandora, or news websites) intended primarily to entertain.

Personal Communications Tool – any hardware device (e.g., cell phone) or software program (e.g. personal gmail account) intended primarily to facilitate communications between the employee and that employee's friends, family, and other individuals not affiliated with the Cooperative.

Urgent Matter – a scenario in which an employee's communications with friends or family cannot wait until the employee's next scheduled break time or until the end of the employee's scheduled work day. Urgent Matters would include matters of life and safety, emotional upheaval, or risk of financial loss. Examples include the following:

- Determining if a child arrived home safely.
- Finding out that a friend was just taken to the hospital emergency room.
- Being notified that your electricity is about to be disconnected if you don't pay your utility bill.

Urgent Matters do not include the following:

- Finding out what time you are meeting your friends for dinner tonight.
- Being given the list of items to be picked up at the store on your way home.
- Hearing about how your spouse's morning is going so far.

Motor Vehicle Operation – the act of controlling or contributing to the control of a motor vehicle, whether the vehicle is on or off the road and moving or stationary. Motor Vehicle Operation includes sitting behind the wheel of a vehicle stopped at a stop sign or traffic light and providing assistance to another employee while that employee backs up a vehicle. Motor Vehicle Operation excludes sitting in a stopped vehicle off the road in a safe location such as where a crew would eat lunch. Motor Vehicle Operation excludes being a passive passenger in a vehicle being driven by another employee. Notwithstanding any other statements within this



policy, Motor Vehicle Operation is a special case Safety Critical Job Function and the use of Personal Communications Tools is prohibited at all times while engaged in Motor Vehicle Operation.

Safety Critical Job Functions – any work related task requiring an employee’s undivided attention. Safety Critical Job Functions include Motor Vehicle Operation, fueling of vehicles, working at heights, assisting another employee while working at heights, operating a boom or hoist, assisting another employee while operating a boom or hoist, working on or near energized conductors, assisting another employee while working on or near energized conductors, operating power equipment such as chain saws, working on or near a roadway.

Service Critical Job Functions – any work related task putting an employee or director in face-to-face contact or phone contact with a member. Service Critical Job Functions include any function being performed when and where a member can see or hear you.

Work Day – that portion of the day when an employee is responsible to be at work performing his duties as an employee. Within the context of this policy, the Work Day excludes scheduled break times and meal times.

RULES OF CONDUCT:

Employees’ personal use of Cooperative provided cell phones shall be limited to Urgent Matters and durations of calls shall be kept to the minimum.

While performing Safety Critical Job Functions or Service Critical Job Functions, employees shall not utilize any Personal Communications Devices or Entertainment Devices with the exception of quiet background music, not requiring frequent manipulation by the employee. Use of Personal Communications Devices is prohibited at all times in any form while engaged in Motor Vehicle Operation. Holding a Personal Communications Tool in your hand driving, regardless of how or why the device is being used, is chargeable under the NYS Vehicle and Traffic Law (sec. 1225).

While performing other job duties, employees still must work efficiently in service of the members of the Cooperative. Therefore, employees should only use Personal Communications Tools to handle Urgent Matters. If an employee does not have a way to screen communications for urgency without actually reading or listening to those communications, then the employee must find an alternative means of communicating emergencies. For example, an employee could give the general office phone number for use in emergencies. Then the office staff can reach the affected employee immediately by radio or through face-to-face contact.

If an employee is a passive passenger in a vehicle, he is not performing a Safety Critical job function, but he should still only use Personal Communications Tools for Urgent Matters.

Also to preserve an efficient and productive work environment, employees should only use Entertainment Devices if they can be used in a passive and non-distracting manner. For example, a radio playing quietly may be allowable if:

1. It is not considered distracting by any employees in the work area.



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2. It does not require frequent interaction from an employee throughout the work day such as tuning, volume adjustment, etc.

Other forms of entertainment are not allowable if they distract one or more employees or if they require frequent manipulation by an employee. Examples of disallowed Entertainment Devices and related reasoning can be found in the table below.

Disallowed Entertainment Device	Reasoning
YouTube and other providers of video entertainment	Videos take the attention of the employee away from her work and should only be viewed outside the defined Work Day
Musical Entertainment that requires the employee to frequently select or adjust the entertainment	Frequent selection or adjustment of the Entertainment Device costs time to perform the selection/adjustment as well as the inefficiency created by frequent task switching.

Under no circumstances may an employee use a Personal Communications Tool or Entertainment Device to access websites or otherwise use the device to view, listen to, or distribute material that is offensive, such as sexual, discriminatory, lewd or violent images or content.

DISCIPLINARY ACTION: Employees who violate this policy shall be subject to progressive discipline up to and including discharge.

RESPONSIBILITY: General Manager and all employees in supervisory roles.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors August 27, 2013

Revised by Board of Directors August 25, 2015

Revised by Board of Directors May 30, 2017