

## POLICY ON USE OF CELL PHONES ISSUED BY LOCAL 1021

The cell phone that has been issued to you by Local 1021 is a work phone. You belong to a group of shared Local 1021 minutes. Please follow the guidelines below in order to keep cell phone costs reasonable:

1. There should be no personal use of Union provided cell phones during the workday except in limited emergency situations.
2. Personal calls may be made after 9 PM on a workday, Monday through Friday, until 5:59 AM on the following workday or on the weekends to only ~~to~~ U.S. numbers since this does not impact shared minutes or result in any additional costs to the union. Weekend hours are defined as 9 PM Friday to 5:59 AM Monday.
3. Text messages: Our standard allowance is 200 text messages per iPhone per month which is the sum of both incoming and outgoing messages. Any additional messages incur an additional cost of \$.15 per message.
4. Text messaging should only be used for work related business. Please note there are no free hours on text messaging.
5. You cannot use MMS (multi-media messaging service) since it has been disabled due to the high cost.
6. Pictures or video clips can only be emailed or downloaded to a computer since MMS is disabled.
7. You are allowed to download additional free programs or services. Applications that require payment can be downloaded if users pay for them using their own personal iTunes account.
8. The simplest and safest backup of the calendar or contact list is to print the calendar or phone book using outlook on the computer. For the technically inclined, it is also possible to copy the calendar or contact list using iTunes to a computer using a cable.
9. It is suggested that you password protect your phone access to provide security in case the phone is lost.
10. If you have questions on how to use features on your phone call 611 to get instructions.
11. Use of the cell phone outside the territory of U.S. is prohibited.
12. The cell phone and associated equipment (car charger, outlet charger, etc.) issued to you shall be returned upon termination, resignation or retirement from Local 1021.

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