From: Robbins, Joyce
To: gjh363@optonline.net; "tschaaff363@citlink.net"
Cc: Amarosa, Ellen (Ellen.Amarosa@FTR.com)
Subject: Cell Phones
Date: Friday, June 3, 2011 1:17:40 PM

Gil and Tom:

Before I send this out, take a look at it and let me know if I've missed anything.

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A few weeks ago, the Union came to us with a policy that was in place in West Virginia regarding cell phones. We were addressing the issue in the Middletown Collection Center on a more informal basis but we were open to look at West Virginia's policy.

As you might guess, cell phones in the workplace continues to be a growing issue.

In order to be consistent, the following policy will be implemented regarding cell phones at work.

Cell Phones: Employees are no longer permitted to have their cell phone at their desk. This excludes time during their breaks/lunch and before/after their tour. Everyone needs to turn their cell phone on silent or vibrate mode while at their desk. Employees should not be answering their phone, texting, e-mailing, surfing the net, Facebook Mobile, etc..... Cell phones should not be on the desk while the employee is working. The phone needs to remain in the employee's purse, pocket or clipped on to their hip/belt.

If an employee is expecting an Emergency call regarding a personal or family issue they are to let their Supervisor know in advance. In Call Center environments, we will place a bright colored sheet of paper on the employee's desk so other Supervisor's will know that the employee has been given approval to have their phone in open view on the desk.

Please call me if you have any questions regarding this policy.

Joyce L. Robbins
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From: Gil Heim [mailto:gjh363@optonline.net]
Sent: Tuesday, May 10, 2011 12:28 PM
To: Robbins, Joyce
Subject: Cell Phones

Joyce,

Below is what I would propose for the cell phones while on sales floor. This is the plan they have in place in Charleston. With the exception of the allowing of cell phone use during breaks , lunches before and after tour.

Gil

Cell Phones: you are no longer permitted to have your cell phone on the production floor. This excludes time during your breaks/lunch and before/after your tour. Everyone needs to turn on cell phone on silent or vibrate mode while on the sales floor. You should not be answering your phone, texting, e-mailing, surfing the net, Facebook Mobile, etc..... Your cell phones should not be on your desk while on the sales floor. It needs to remain in your purse, pocket or clipped on to your hip/belt. * If you are expecting an Emergency call, family issue going on or have an urgent need.... Please let your Supervisor know in advance. We will place a bright colored sheet of paper on your desk so other Supervisor's will know that you have been given approval to have your phone in open view on the desk.

Gilbert J. Heim
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