

Administrative Instructions System

Salt Lake City District

District Administrative Instruction

ELM-05-01

DATE: January 10, 2005

SUBJECT:
Cell Phones, Personal Portable Headsets

PURPOSE:
It is the intent of this instruction to clarify the use of cell phones, personal portable headsets.

EFFECTIVE DATE:
Immediately

END DATE:
None

CANCELLATION:

SUPERSEDES OR INCORPORATES INSTRUCTION(S) NUMBER(S):

BACKGROUND:

INSTRUCTIONS:

The use of cell phones while driving a USPS delivery or official vehicle is not acceptable. Pull off the road if driving or move to a safe location before using the phone. Driving while utilizing a cellular phone can interfere with defensive driving skills and walking while using a cell phone can also pose a potential danger.

The wearing of personal portable headsets while performing duties is only permissible for employees who perform duties while seated or stationary and only where use of a headset will not interfere with performance of duties or constitute a safety hazard. The personal portable units include walkman devices, self-contained radio headsets, or similar devices which introduce sound directly into the ear. Employees will not be permitted to wear or use headsets under other conditions, including, but not limited to: while walking or driving; near moving machinery or equipment; while involved in oral business communications; while in contact with, or in view of, the public; or where the headset interferes with personal protective equipment.

This policy is instituted because the principal purpose of such headphones is to provide entertainment and as such can draw concentration away from potentially hazardous situations. Motor vehicle, delivery duties, and operation of equipment clearly require maximum concentration to traffic and safety conditions, which can be compromised by the wearing of headsets.

RESPONSIBILITY:

All Postmasters, Managers and Supervisors are to comply with this instruction and ensure that all employees know and understand this policy. Failure to comply with this policy will result in the responsible employee being subject to administrative action and/or disciplinary action.

Ken McArthur
District Manager
Salt Lake City District

DISTRIBUTION: A, B, C, D, E, K

- A. All Direct Reports to the District Manager
- B. All EAS Employees
- C. All Postmasters in the District
- D. All Supervisors in City Delivery Offices (Utah)
Plus Postmasters/Station Managers/Supervisors
- E. All Processing and Distribution Center
and AMC Managers/Supervisors (Utah)
- K. All Postmasters/Managers/Supervisors
in offices with Rural Delivery