

Administrative Instructions System

District Administrative Instruction

Salt Lake City District

HR-05-01

Updated 05/19/2014

DATE: May 19, 2014

SUBJECT: Cell Phones, Smart Phones, Blue Tooth, Personal Electronic Devices and Portable Headsets

PURPOSE:

It is the intent of this instruction to clarify the use of cell phones, smart phones, Blue Tooth devices, and other personal portable headsets.

EFFECTIVE DATE:
Immediately

END DATE:
None

CANCELLATION:

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

BACKGROUND:

Personal electronic devices have become increasingly visible in the workplace and workroom floor and can interrupt operations and impede Postal Service efficiency. Driving and/or walking while utilizing and/or manipulating these devices can also interfere with defensive driving skills, awareness of surroundings, and pose a potential danger to employees as well as customers. The use of the personal portable headsets and electronic devices mentioned above 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 and/or Blue Tooth type devices.

INSTRUCTIONS:

The use and/or manipulation (in any manner) of cell phones, smart phones and/or Blue Tooth type devices while operating a USPS delivery or other official vehicle or while delivering mail is not acceptable. Operating a motor vehicle while utilizing and/or manipulating a cellular/smart phone can interfere with defensive driving skills and walking while using and/or manipulating a cellular/smart phone distracts the attention to surroundings one must maintain to avoid potential hazards.

The headsets or personal portable units include, but may not necessarily be limited to the following types of equipment: Walkman devices, self-contained radio headphones, Blue Tooth type devices, smart phones, iPods, MP3 Players, portable CD players, ear buds, or similar devices which introduce sound directly into the ear.

The wearing of personal portable headsets while performing duties is only permissible for employees who perform duties while seated (not operating motor vehicle) or stationary and only where use of a headset will not interfere with performance of duties or constitute a safety hazard. Local management will advise where appropriate within strict guidance of this instruction. Employees are not permitted to wear or use headsets under other conditions, including, but not limited to: While walking or operating any type of vehicle or equipment, in designated aisle ways, 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.

Personal electronic headphones or headsets are not to be used in lieu of approved personal protective equipment in noise hazards situations.

Postal employees responsible for serving customers at the window or under other conditions, including, but not limited to: While involved in oral business communications, while in contact with or in view of the public are prohibited from using and/or manipulating (in any manner) personal communication devices. Emergency messages may be left for an employee at the installation. Employees may also place personal communication devices on "silent" or "vibrate," and retrieve messages as necessary during scheduled breaks away from view of Postal customers.

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.

Jimmy C. Wolf
District Manager
Salt Lake City District

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

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|---|---|
| A. All Direct Reports to the District Manager | E. All P&D Center Managers/
Supervisors (Utah/Idaho) |
| B. All EAS Employees | F. All Postmasters/Managers/
Supervisors in offices with
Rural Delivery |
| C. All Postmasters in the District | |
| D. All Supervisors in City Delivery Offices (Utah/Idaho)
Plus Postmasters/Station Managers/Supervisors | |

Policy Reminder: Headphones



The headphone policy.....more specifically:

An employee may use headphones if they are *stationary*.

Some employees have been under the impression that if they are moving about, i.e. coming to an aisle way or walking, that they only have to remove one of the ear pieces.

That is completely false.

Headphones may be used for employees that are stationary. Period. If the employee is moving, both ears must be uncovered.