**CAREER HEADLINES**

**Personal use of cell phones and computers at work**

Employees are expected to control their personal interactions during work time. This includes making personal calls and sending personal text messages, tweets or instant messages while on the job.

At work, you will be expected to limit use of your personal cell phone or computer to only the most important reasons. These reasons might include:

* A call to ask when you can pick up your car that's being repaired today.
* An email to a friend to inquire about catching a ride to pick up your car.
* A text to check on the condition of your ill child.
* An email, phone call, or text to rearrange a personal appointment that interferes with a business meeting.

You are expected to make friends and family members aware of your company's policies. If they contact you at work about non-emergencies, end the conversation quickly, and advise them that you'll call back on your personal time.

If you're using a company-supplied device, you will be expected to refrain from calling or texting for personal reasons. Employers can, and often do, trace the calls and messages on cell phones and computers for which they pay the fee.