



Behavior Intervention Services

HR Policies

526 Personal Cell Phone

Effective Date: 1/1/2015

Revision Date: 11/28/2014

BIS requires as part of their job responsibilities for all positions that employees have a cell phone available for use in the case of emergency situations while a client is in their care but that their phone should be kept out of sight and out of reach from clients at all times.

During times in which they are working or "on shift" with a client, they are to be used **only** in the case of emergencies or to assist employees in communicating with management and other employees, their clients, families, and others with whom they may need to be in contact with while on shift. Cell phone use during work should be limited to business-related calls only and **personal calls are not permitted** while an employee is at work.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. **Employees are prohibited from using cell phones** while driving unless an emergency call needs to be made and only if they are using a hands free device.

Otherwise, employees should safely pull off the road and come to a complete stop before dialing, talking or texting from their phone. Bluetooth devices such as headsets or other wearables are not to be worn during work hours and should only be used as previously referenced.

Individuals found violating this policy will be issued a first and final warning regarding safety procedures and proper use of their cell phone. Continued violations of this policy may result in suspension, loss of hours and/or termination, depending on the severity of the infraction.

As a representative of BIS, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.