

PROCEDURE NO. 4-10-46

ISSUED: 07-01-07

REVISED: 10-01-23

REVIEWED: 12-27-24

SUBJECT: Cell Phones In The Work Place

PURPOSE: To carry out the mandate of the Office of Human Resource Policy No. 4.

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OVERVIEW

Cell phones have become accepted in our society. Certain uses of cell phones at work may cause problems for Woodhaven or employees. This policy states Woodhaven’s expectations regarding cell phone use at work. Departments may implement rules more restrictive than contained in this policy.

PERSONAL CELL PHONES

Use of personal cell phones during Woodhaven paid time should be considered a privilege as long as there is not abuse by staff. Each department may restrict the carrying or use of cell phones by staff as deemed appropriate for the department working conditions in the judgment of the supervisor with advance notice to staff. The Human Resource Department must be consulted. Excessive personal calls or abuse of cell phone privileges during working hours will subject an employee to discipline as well as restriction on carrying and use of personal cell phones.

USE OF CELL PHONES WHILE DRIVING

For the safety of staff and the public, use of either Woodhaven or personal cell phones while operating a motor vehicle on Woodhaven business is prohibited. Cell phones should be turned off or not answered while driving. If a call needs to be answered, staff should stop their vehicle in a safe location and park while using the cell phone. Texting, use of a camera feature or hands free device is also prohibited.

TAKING PHOTOS ON PHONES

Taking photos on your phone, whether Woodhaven or personal must be in compliance with Woodhaven Code of Ethics and Code of Conduct and respectful of individuals and staff privacy rights. Generally, photographs should not be taken contrary to a person’s wishes, nor where individuals or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the cell phone in addition to discipline.

Approved by: _____

Date: _____

Human Resource Director