

Written: 03/26/2015	Policy	Cell Phone Policy
Approved: 04/27/2017		Dept.: All
Reviewed/Revised: 01/25/2017		Written By: Sheri Rudd

Policy:

Cell phones provided by the Area Agency on Aging, Inc. are company property provided to employees as tools to do their job effectively. Company issued cell phones are to be used for business purposes only.

Cell Phone Procedures:

- Company issued cell phones should be answered promptly during work hours. If unable to answer immediately, all messages should be returned in a timely manner. Exempt employees who carry company issued cell phones and on-call employees are required to answer calls at all times unless driving (need to stop in safe location before answering or returning call) on PTO or other approved leave. Non-exempt employees only have to answer calls during scheduled working hours or when on-call and paid the on-call rate.
- Nursing staff will use company issued cell phones to conduct business to facilitate the use of texting.
- **Texting while driving and talking on the phone while driving is prohibited.** Employees are required to pull over to a safe area to answer and return calls. Any employee texting while driving or talking on the phone while driving a company vehicle will be subject to disciplinary action including termination.
- Use of personal cell phones for texting patient information to providers (doctors, pharmacies, labs, or hospitals) is prohibited by HIPAA rule. Employees using personal cell phones for these purposes will be subject to disciplinary action including termination.
- Employees in possession of company equipment such as cell phones are expected to protect the equipment from loss, damage or theft. Upon termination of employment or at any time upon request from management, employees may be asked to produce cell phones and all related equipment for return or inspection.
- Unauthorized use of a company cell phone is prohibited, including texting, viewing inappropriate online materials, application downloads or other chargeable fees, such as long distance calling, number or direction assistance, etc. This information may be monitored or viewed at any time by the IT department.
- Some cell phones are equipped with global positioning system software that is for company use only and should never be deleted or changed.
- Employees may carry and use personal cell phones while at work (not while driving for the Area Agency on Aging, Inc.'s business) on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

Personal Cell Phone Stipend:

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell

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phones. A cell phone stipend form must be submitted to the payroll department to receive the stipend.

Discipline:

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment.