

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: <u>Phone Usage Policy</u>	PROCEDURE NO: <u>HR 700.19</u>
REPLACES: _____	PAGE(S): <u>1</u>
PREPARED BY: <u>Kristen Pattison</u>	DATE: <u>05/2010</u>
LAST REVIEWED BY: _____	DATE: _____
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## PURPOSE:

The purpose of this policy is to promote a productive and safe work environment and clearly define expectations Mennonite Village has on the use of personal electronic and camera-enabled devices while on the premises.

In addition to the following procedures, each care area may adopt additional restrictions.

## POLICY AND PROCEDURE:

### 1. Telephone Use

The company recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during work hours. The company, however, asks that employees restrict their personal telephone usage to emergency situations. Employees may not charge personal long distance calls to the company. Excessive personal telephone usage may result in progressive discipline.

### 2. Cell Phone Use

Unless properly authorized, employees are not to use any form of personal electronic communication devices during normal work hours. Cell phones are to be turned off or set to silent or vibrate mode during meetings, conferences and in locations where incoming calls may disrupt normal workflow. Use of personal cell phone is limited to breaks or when employees are at lunch in nonresident living areas. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

### 3. Resident Living Spaces

Staff are restricted from using cell phones for any personal use while they are in a resident's living space providing care or services to the resident.

### 4. Camera-Enabled Devices

Employees whose electronic devices are camera-enabled are restricted from using the audio and video recording functions of such devices anywhere in the building or on the company property at anytime unless authorized by the company for company business. Employees who are found to have used these camera-enabled features will be subject to disciplinary action up to and including termination.

## **5. Photographs on Camera-Enabled Devices**

Employees are not to use their cell phones or other personal electronic devices to take photographs in areas throughout campus that are prone to having Protected Health Information (PHI). There should never be a cell phone or camera used to take a photograph within the building where residents, their names, their family members, or anything else that could identify them can be seen. If an employee uses their cell phone outside on break they may not take photographs that include residents, house numbers, license plate numbers, or other staff. There is a company camera available that, with supervisor approval, is available for taking photographs of the resident for company purposes (i.e. newsletters, bulletin boards, etc.) Transmission of PHI, including on social media sites, can be subject to disciplinary action up to and including termination.

## **6. Fitness Activity Trackers**

Employees are not to use their Boomerangs to view their text messages during normal work hours. While at work these devices are meant to be a tool for checking your steps for insurance purposes. You may be subject to disciplinary action up to an including termination for using your fitness trackers to read text messages during normal work hours other than breaks in non-residential living areas.