

**MARKLUND**  
**HUMAN RESOURCE POLICY AND PROCEDURE**

**POLICY NO: 3.26.1**

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**SUBJECT: Personal Cell Phones**

**DEPARTMENT AFFECTED: All**

**APPROVED BY:**

**ISSUED: 5/01/01    Revised: 4/08/09, 5/01/10, 11/14/11    EFF DATE: 5/01/01, 11/14/11  
10/16/17, 11/10/21**

**POLICY STATEMENT:** In an effort to maintain a safe environment for all clients, employees, volunteers, visitors and families by minimizing unnecessary distractions, Marklund's policy is to limit the use of personal cell phones and other portable communication devices during worked time. Cell phones and other portable communication devices should never be used in any way that would distract from client care or customer service. Portable communication devices include one that makes or receives phone calls, leaves messages, texts messages, accesses the Internet or allows for the reading of and responding to email.

**GUIDELINES:**

- During work time, the use of personal cell phones (including texting, internet usage, etc.) is not appropriate and can interfere with the care provided to clients, productivity, and can be distracting to others.
- Employees are expected to use personal cell phones on non-worked time only. Employees may use their phones during their normal break times, and only in designated areas. Personal cell phones should never be used in front of the clients for any reason, unless for official purposes and approved by supervisor
- Employees are expected to inform family and friends of the policy to help insure compliance.
- In general, personal cell phones should not be kept with the employee during their paid work time, except in extreme situations and approved by supervisor.
- If employees should choose to keep their phones on them, they need to be turned off
- Management staff are expected to serve as role models for proper compliance and to ensure employees understand and they follow the expectations related to cell phones.

**PROCEDURES:**

- First time offense: Employee will be given a first written warning, coached on the guidelines of this policy and advised that any further infractions may result in termination. Dependent upon situation and level of resident risk, employee may receive additional developmental action, up to and including termination.
- Second offense: Employee will be suspended and may be terminated.\*

*\* This corrective action is determined on an individual basis and will be in proportion to the nature of and circumstances surrounding the violation. To not terminate would require a*

*statement from the supervisor/manager making the determination and agreement by the HR Director and CEO.*

**EMPLOYEE ACKNOWLEDGEMENT**  
**(Document to be kept in employee employment file)**

I have read HR Policy 3.26.1, Personal Cell Phones. I understand what is expected of me and the consequences for noncompliance with the guidelines and procedures.

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Printed Name

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Date