

## UMCHS CELLULAR DEVICE POLICY

UMCHS recognizes that the use of cellular devices by staff may be an effective communication device to:

- Provide for the efficient and effective operation of UMCHS
- Communicate with clients and colleagues
- Ensuring rapid response to aid in contract fulfillment
- To help ensure safety and security during agency sponsored events and activities.

To this end, the Executive Director may authorize the purchase or lease of cellular devices for employee use.

Use of cellular devices in violation of UMCHS policies, administrative regulations, and/or state and federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Executive Director or his/her designee is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular device needs, monitoring use, and reimbursement.

Cellular devices may be assigned or made available to the following staff members by the sole discretion of the Executive Director:

- Directors
- Information Systems Staff
- Maintenance Staff
- Bus Drivers (Emergency Use Cellular Phones on a limited plan)
- Healthy Families Staff
- Select positions as deemed necessary

### USAGE

- Cellular devices are provided to carry out agency business and should be utilized in accord with all approved policy and procedures.
- Cellular devices should not be used when a more effective or preferential alternative is readily available, unless it is necessary for safety or in emergency circumstances.
- Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Information Systems Director who will then notify the service provider.
- Cellular devices issued to employees are to be returned to the Information Systems Director or his/her designee at the conclusion of employment, or otherwise specified.

### Personal Use of Agency Provided Communication Devices

Certain positions demand immediate access to an employee, therefore a department may authorize issue of a business cellular device for work-related communications. Employees should make themselves aware of possible tax liabilities for the personal use of equipment. All employees understand that while some personal use is inevitable, a UMCHS provided phone is intended for business use. Call summary reports (i.e. number of minutes used, numbers called, etc.) may be reviewed periodically for reasonableness.

**Employees will reimburse UMCHS for any overage charges related to use.** The call detail records generated from assigned cell devices are considered records of UMCHS and may, on occasion, be subject to internal and outside audits by UMCHS and/or official agencies. Employees in possession of UMCHS equipment are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition

within a reasonable time period (i.e., 24 hours) may bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt may be deducted from the employee's final pay check.

### **Cellular Device Use while Operating a Vehicle**

**Cellular devices are not to be used while driving either an agency owned vehicle or a personal vehicle used for agency business. Incoming or outgoing cellular phone calls and/or texts are not allowed while driving.**

Employees whose job responsibilities include driving or equipment operation shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones while driving a UMCHS vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting UMCHS business. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. If the driver must take the call in an emergency situation, the driver must pull over in a safe designated area to take the phone call or return the phone call. **Under no circumstances are employees required to place themselves at risk to fulfill UMCHS business needs.** Accidents incurred while the driver is using a cellular device may be considered to be preventable and the driver may be subject to disciplinary action. Employees who are charged with traffic violations resulting from the use of their device while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions. Failure to follow this policy may result in disciplinary action, including and up to termination.

### **Personal Cellular Devices**

Employees are expected to exercise discretion in using personal cellular devices while at work. UMCHS asks that all personal cellular devices are turned off or put in silent (non-vibrating) mode while at work to cause no distraction. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of our policy. UMCHS will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner. At times, cellular devices may be used to perform a task as requested on work-time (operational request, fun activities etc.)

### **Personal Cell Phone Use When Children are Present**

In order to maintain staff ratios and give full attention to children in classrooms and during socializations and other events cell phone use by staff or volunteers is prohibited when children are present during classes, socialization or events. All classrooms have land line telephones. If employees need to be contacted for a family emergency, they can be reached at their worksites' phone numbers. Cell phones should be turned off or put away during the day so they do not interrupt full and continuous attention to children. When on the playground, field trips or anywhere outside the classroom with children, staff may use cell devices only for agency business, not for personal reasons. Staff may use cell phones for personal use during scheduled breaks taken outside the classroom or away from children. Violations of this policy may result in disciplinary action.

### **Cellular Phone Stipend**

Employees who hold positions that include the need for the use of a cellular phone but are not assigned an agency cellular phone may receive a cellular phone stipend to compensate for business related costs incurred when using their personal cellular phones. Use of technology to disguise personal contact information when calling, texting, etc. should be used to keep appropriate boundaries between employees and clients. The stipend is designed to help cover the costs of maintaining their personal cellular device which is being used for business related activity. Designation of necessity for cellular devices will be processed at the time of hire and reviewed periodically by the Human Resource Director and approved by the Deputy Director. The current rate of the cellular device stipend is \$20/month. As stated, certain positions demand immediate access to an employee for work-related communications (which includes phone calls, texting, and agency emails), so if an employee declines an agency provided cellular device in lieu of a stipend, it is the expectation of UMCHS that staff will be available to be reached when needed. At time of termination of employment, stipends will cease to occur.

