



## El Rio Health Center Human Resources Policies and Procedures

### PERSONAL CELL PHONE USE

#### Policy

While at work at El Rio, all employees are expected and required to exercise discretion in the use of personal cell phones. In addition to the company policy relating to use of El Rio provided phones, the following additional requirement will apply specifically to the use of personal cell phones.

#### Procedures

The use of personal cell phones, including text messaging, is to be done only during non-work time such as paid breaks and lunch time. Flexibility will be allowed only in emergency circumstances demanding immediate attention and with express authorization of direct supervision.

Personal cell phones are either to be stored in non-work areas or on silent mode during work hours. In positions that require direct patient interface or contact, personal cell phones are not allowed in the work areas where patient contact occurs.

Under no circumstances are personal cell phones to be used when the employee is in a patient area or involved in providing a service to a patient.

The use of cameras, video or recording functions on personal cell phones is prohibited in the workplace, unless the employee has express approval to use those functions for a business related reason from their direct supervisor.

El Rio is NOT responsible or liable for the loss or theft of personal cell phones that are brought onto the company premises.

It is the employee's responsibility to ensure that family members, friends and others are not calling them on their personal cell phone during working hours. If there is an emergency situation outside callers can contact the employee at their work number.

Violations of this policy will be subject to the progressive disciplinary process.