

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **03/23**

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I. **APPLICATION:**

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall restrict personal use of cell phones during paid working hours.

III. **DEFINITIONS:**

- A. **Cell Phone:** Any cell phone, whether personally owned or provided by St. Clair County Community Mental Health.
- B. **Personal Use:** Use of a cell phone to conduct personal business by calling, talking, texting, facetimeing, or any other function available by the device.
- C. **Paid Working Hours:** The time staff is being compensated for work performed. This does not include authorized 15 minute break times.

IV. **STANDARDS:**

- A. Cell phones for personal use should be turned off or set to silent or vibrate mode during working hours.
- B. Cell phones for personal use should be stored out of sight, such as in a desk drawer, to keep distractions to a minimum.
- C. Cell phones for personal use may not be used during meetings, when interacting with persons served, or while conducting agency business.
- D. It is understood that brief communications/texts may occur on occasion during paid working hours,

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however these should be limited to situations that are of an urgent nature, such as communication with health care provider, emergent family situations, etc., and should be minimal. Such communications should be held in a private location so as not to disrupt other staff and/or program operations.

- E. Texting is prohibited while operating a vehicle at any time.
- F. Voice use of a cell phone is prohibited while operating a vehicle except when a Bluetooth connection is available or when the driver is pulled over to the side of the road.
- G. Employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

V. PROCEDURES:

A. Employee

1. Ensures cell phone is turned off or set to silent or vibrate.
2. Stores cell phone out of sight unless needed for agency business.
3. Exercises discretion in using cell phone for brief personal use during paid working time. Personal contacts should be conducted during break/lunchtime except when there is an urgent need or emergency.
4. Signs the Personal Use of Cell Phone Acknowledgment (Forms Index #826) indicating he/she has read, understands, and will comply with this policy.

B. Supervisor/Designee

5. In the event of excessive or inappropriate use of cell phone and/or use interferes with agency operations progressive disciplinary action will be followed, which may include banning an employee from using their cell phone during working hours.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

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VIII. REVISION HISTORY:

Dates issued 11/18, 03/20, 03/21, 03/22.