

Cell Phone Use Policy

The [adult family home name] cell phone policy offers general guidelines for using personal cell phones during working hours.

Employees are expected to use discretion while using personal cell phones during working hours. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and ensure that friends and family members are aware of this policy.

Employees are advised to:

1. Use personal cell phones for all personal or non-work-related matters.
2. Talk and text on personal cell phones only when on breaks.
3. Turn down or silence any personal cell phones or devices when at work.

Employees are not allowed to:

1. Play games on personal cell phones during working hours.
2. Use personal cell phone cameras or microphones to record confidential information.
3. Take excessively long personal calls during working hours.

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Please refer to employee handbook.

Employee Acknowledgement

The undersigned employee acknowledges that he or she has read the cell phone use policy and agrees to comply with all its terms.

Employee Signature

Date

