

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Telephone / Cell Phone Use

SECTION:
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POLICY:
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DATE:
June, 2010

Signature: _____
ADMINISTRATOR

REVISION DATE: October, 2014, July, 2020

TELEPHONE / CELL PHONE USE

POLICY:

This policy applies to all employees of Leamington Mennonite Home with regard to personal telephone/cellular telephone usage. The term “cell phone” or “cellular telephone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text or data messages without a cable connection (including, but not limited to, cellular telephone, digital wireless phone, radio-phones/walkie-talkies, telephone pagers, laptop computers, PDA’s, or RIM (BlackBerry) devices, Apple (I-phone) devices etc.

This policy does not apply to LMH – registered cell phones, used as designated duty phones – i.e. Administrator, Director of Care, Supportive Services, Chaplain, Maintenance and Complex Services PSW.

PROCEDURE:

1. Use of personal cell phones at work is prohibited – no use of cell phone functions whether talking, texting, receiving e-mails etc. is permitted during the LMH employee’s workday. This policy also applies to personal laptop computers.
2. LMH staff shall not carry a cell phone on their person while on duty. Cell phones should remain locked in vehicles or remain in the staff locker room.
3. **LMH Employees will, at all times, maintain professional boundaries in the use of social media and will not accept ‘friend’ requests from residents or resident families, which is a violation of the LMH Confidentiality Policy & Procedure C-5 It is important to protect the privacy of LMH residents, protect the integrity of the employee and LMH. LMH staff will be held accountable for actions taken and for all communications made that violate this policy.**
4. Employees should restrict all personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods, and then, only in non-working areas.
5. Personal calls, both incoming and outgoing, should only be made during non-work time and employees should ensure that their friends and family are aware of this policy. In the event of a family or school health emergency, a staff member will be paged, otherwise, a message with return telephone number will be taken and posted in the staff lounge on the message board.
6. This policy applies to all work hours, all shifts and includes Saturdays, Sundays, and statutory holidays.
7. LMH is not responsible or liable for the loss of any cell phones brought onto LMH premises.
8. Discipline for violations of the telephone/cell phone **social media** use policy will result for any infractions and will follow the LMH practice of progressive discipline.