

Title	EVS137 - Personal Cell Phone Usage				
Location	Carle Foundation Hospital				
Department	Environment Services				
Document type	Policy & Procedure				
Owner	Amy Jones2 (Mgr - EVS/Education/Quality)				
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Approver(s)	APM Administrators, Bruce Osborne (Dir - EVS)				
Effective Date	02/14/2023	Next Review Date:	02/14/2024	Approval Date	02/14/2023

Purpose

- A. To provide employees with the policy on personal cell phone usage while on the job.

Definitions N/A

Statement of Policy

- A. Any use of personal cell phones and personal communication/listening devices while working in the Environmental Services Department is strictly prohibited.

Procedure

- A. All use of cell phones and personal communication/listening devices while an employee is on the job is prohibited. This includes answering voice mail, text messaging, video messaging, and wearing listening devices.
- B. Employees can use their cell phones while on break and during their lunch.
- C. All cell phones should be stored in the employee's locker not on their person during work.
- D. Abuse of this policy will result in disciplinary action.

Attachments N/A

Other Related Links

[HR609 - Employee Discipline and Misconduct](#)

References N/A

Electronic Approval on File