

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CELLPHONES AND MOBILE DEVICES

Applies to: All Personnel

Effective/Revision Date:

April 28, 2003
November 28, 2005
March 27, 2006
March 15, 2007
September 20, 2007
November 1, 2010
September 12, 2011
November 23, 2012
November 19, 2018
September 23, 2019

Personal Cellphones and Mobile Devices

1. Personal cellphones and mobile devices can only be used during scheduled breaks.
2. Obtain approval from the supervisor or manager if using your cellphone or mobile device for personal purposes outside of break time.

Pathways' Cellphones and Mobile Devices

1. The executive director or designate issues and/or arranges cellphones or mobile devices for staff.
2. Staff issued cellphones or mobile devices use to conduct Pathways' business unless permission has been obtained to use for personal usage as well.
3. Staff going on vacation give their cellphone or mobile device to the executive director or designate.
4. Staff issued a cellphone or mobile device for a specific site, leave the cellphone or mobile device at the site each day.