

PATHWAYS ABILITIES SOCIETY

POLICY: CELLPHONES AND MOBILE DEVICES

Applies to: All Personnel and Volunteers

Original Approval Date: April 28, 2003

Date Board Approved: July 10, 2023

Replaces Policy Dated: September 23, 2019

Board Member's Signature

Use of personal cellphones or mobile devices during work hours is prohibited unless it is for work purposes and pre-approved by a supervisor or manager or the employee is on break as outlined in the most recent collective agreement.

Bargaining unit employees and volunteers are prohibited from using a cellphone or mobile device including a Bluetooth or hands-free device while operating a motor vehicle during work/volunteer hours regardless of whether or not they are transporting a person who receives service from Pathways.

An employee or volunteer who uses a cellphone or mobile device while operating a motor vehicle during work/volunteer hours or outside the parameter outlined above will be subject to discipline.

Staff are not permitted to take individual's pictures or pictures of documents without prior approval from their immediate supervisor or manager.

Staff going on vacation or on an extended leave consult with the executive director or designate to determine who should have the cellphone during their absence.

Cellphones or other mobile devices owned by Pathways Abilities Society and issued to staff must be returned when the staff leaves Pathway's employment.