

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CELLPHONES AND MOBILE DEVICES

Applies to: All Personnel

Original Approval Date: April 28, 2003

Date Approved: July 10, 2023

Replaces Procedure Dated: 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 or on an extended leave consult with the executive director or designate to determine who should have the cellphone during the absence.