



Policy Title:	Personnel: Personal Use of Cell Phone
Policy #:	06-001-0160
Effective Date:	01/29/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Director of Human Resources
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	All SCCCMH Staff, Interns, and Volunteers

Purpose: To inform SCCCMH staff of permitted personal cell phone use during paid working hours.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to restrict *personal use of cell phones* during *paid working hours*.

II. Standards

- A. Cell phones for personal use should be turned off or set to silent or vibrate mode during working hours.
- B. Cell phones for personal use should be stored out of sight, such as in a desk drawer, to keep distractions to a minimum.
- C. Cell phones for personal use may not be used during meetings, when interacting with persons served, or while conducting agency business.
- D. It is understood that brief communications may occur on occasion during paid working hours, however these should be limited to situations that are of an urgent nature, such as communication with health care provider, emergent family situations, etc., and should be minimal. Such communications should be held in a private location so as not to disrupt other staff and/or program operations.
- E. Texting on any device is prohibited while operating a vehicle at any time.

- F. Voice use of any cell phone is prohibited while operating a vehicle except when a Bluetooth connection is available or when the driver is pulled over to the side of the road.
- G. Employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employees	Read and understand this Policy regarding personal cell phone use.
Supervisors	Monitor compliance of this Policy and implement corrective action, including training and discipline, for policy violations.

Actions – Employee

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none">1. Ensure cell phone is turned off or set to silent or vibrate.2. Store cell phone out of sight unless needed for agency business.3. Exercise discretion in using cell phone for brief personal use during paid working time. Personal contact should be conducted during break/lunchtime except when there is an urgent need or emergency.4. Sign form #0826 Personal Use of Cell Phone During Paid Working Hours indicating they have read, understand, and will comply with this policy.
2.0	Supervisor/Designee	<ol style="list-style-type: none">5. In the event that excessive or inappropriate cell phone use interferes with agency operations, progressive disciplinary action will be followed, which may include banning an employee from using their cell phone during working hours.

B. Related Policies

N/A

C. Definitions

1. *Cell Phone*: Any cell phone, whether personally owned or provided by St. Clair County Community Mental Health.
2. *Paid Working Hours*: The time staff is being compensated for work performed. This does not include authorized 15-minute break times.
3. *Personal Use*: Use of a cell phone to conduct personal business by calling, talking, texting, facetimeing, or any other function available by the device.

D. Forms

[#0826 Personal Use of Cell Phone During Paid Working Hours](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

N/A

IV. History

- Initial Approval Date: 11/2018
 - Last Revision Date: 12/2024
 - Last Reviewed Date: 03/2023
 - Non-Substantive Revisions: N/A
 - Key Words: personal cell phone
- BY: Joy Vittone
BY: Jody Kruskie