

Department Rules

Subject: Personal Phones

Revised: 03/08/2017

Cellular phones and other personal communication devices shall not be used during work hours.

Procedure for Implementation:

1. Cellular phones and other personal communication devices shall not be held or used by an employee during work hours.
 - a. Exceptions to this rule are as follows:
 - i. Employee is authorized by the department director or field supervisor to conduct district business; or
 - ii. During emergency situations when school phones are not operational.
2. Employee may use a personal phone when on a scheduled break and outside of the kitchen area. Employee must wash hands after using personal phone and before returning to work.
3. The work site phone number should be used by the employee for occasional family and emergency contacts.
4. Each employee will receive a copy of the department rules during new hire orientation. A current copy of the rules, including updates and revisions, will be posted on the department website.
5. Kitchen managers and department supervisors shall monitor employees and ensure compliance to all district and department policies, procedures, and rules.
6. Failure to follow the procedures as specified herein may result in disciplinary action, which may include termination of employment.