

Policy Area: Human Resources

Number: 1.17

Title of Policy: Telephone & Cell Phone Usage

Approved By: Adrienne Sabourin

Effective Date: 1993

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Revision Date: May 21, 2019

1. Rationale or background to policy:

During the course of providing daily support there are often times where there is less direct support needed. At these times employees will often use their cell phones to make personal calls and/or texting for long periods of time.

2. Policy Statement:

Calgary Progressive Lifestyles Foundations allows the use of cell phones and land lines for personal use of our employees, however these calls/text absolutely need to be kept to a minimal duration and frequency and not compromise the support to the individual.

3. Procedures: Guidance in support of day-to-day decisions

Telephones are primarily used for conducting the agency's business. Personal calls, both incoming and outgoing, should be limited. The courtesy phone in the West Wing is for short phone calls and if there is more than one person wanting to use the phone, please be courteous and limit your conversation. Using your cell phone when working with an individual for private conversation is not encouraged. The individual must be your priority. Please keep cell phones calls brief and to a minimum. The individual may feel ignored, lonely and become anxious.

Employees who are consistently using their cell phones will be coached and/or disciplined.