

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-028

SUBJECT: Cell Phone Use

EFFECTIVE DATE: June 2005

Policy:

It is the policy of Cottonwood, Inc. that only specified positions or departments will be issued a Cottonwood, Inc. owned and maintained cell phone to conduct agency business. Personal cell phones may be required by department directors to carry out the duties of specific positions.

1. Each department director will designate those positions which require a personal cell phone for business use and those circumstances where a Cottonwood, Inc. provided phone is necessary and provided as in the case where phones are shared within a department.
2. In the event that new employees are hired for positions that require cell phones, but they do not currently have a cell phone plan of their own, the employee will need to obtain one within a specified time, which will be determined by the director of the department.
3. Employees whose positions require availability and who use their personal cell phone or a Cottonwood, Inc. issued cell phone are expected to carry their phone and remain responsive during their shift of responsibility.
4. Personal cell phone use cannot interfere with job responsibilities or service delivery. Defining overuse and poor etiquette is at the discretion of the supervisor and their director. Persistent violation of department guidelines may result in disciplinary action.