# Policy: HR – Personal Telephone Calls

Purpose: To clarify acceptable phone use while at work.

## Policy:

Employees should make personal phone calls during scheduled break times and not during the performance of their duties.

### Procedural Guidelines:

Occasional personal telephone calls during work hours are permitted; however, such calls should be for essential personal business. Any non-essential personal business should be conducted using the pay phone or a personal cellular phone during a scheduled break.

The use of personal phones while in facilities, in patient homes, or while driving is prohibited.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_