

Manual of Administration

TOPIC: Support Services	SUBJECT: Use of Personal Cellular Phone and Electronic Devices for Communication	Code: SS156
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PURPOSE: To outline the use of personal cellular phones and/or electronic devices for communication while at work.

1. Phones/devices are to be turned off, sent to voice mail, be placed on silent ring or on vibrate while in meetings on behalf of Avenue II. At other times the method of notification should not be disturbing to the people we support or others. Staff may respond to shift requests during work hours.
2. With the exception of emergencies, staff will refrain from responding to or receiving personal calls, emails, texts etc while working.
3. The cost of personal cellular phones or other methods of communication will not be reimbursed by Avenue II.

Please be reminded that phone numbers of the people we support and businesses you are supporting at are not to be given to people outside Avenue II.

Please advise people to leave a message for you at the office and office staff will pass on the message to you in the case of an emergency.