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Section: Human Resources	
Subject: Cell Phone and Electronic Device Policy	

Cell Phone and Electronic Device

The following applies to all cell phones and electronic devices. Dining Services management will monitor employees for excessive or inappropriate use of their cell phones/electronic devices during working hours. Management may approve exceptions of cell phone use, as per responsibilities, which may require an employee to use their device.

Procedure

The following procedures should be implemented by employees of all Dining Services operations.

- Cell Phone use during work shifts is prohibited unless prior approval is granted or for an emergency.
- Devices are allowed during breaks & lunch periods.
- The use of a phone for any action while driving a company vehicle is prohibited.

Disciplinary Procedure

If you are caught using cell phone, you may be disciplined.