



Electronics Policy

The purpose of this policy is to promote a safe and productive work environment. It replaces the previous policy that excluded all use of personal electronics at work. These are general guidelines, parts of which may be modified to meet the needs of specific individuals and their unique support plans. Refer to individual job descriptions for exceptions.

Cell Phones:

- It is a *privilege* to have your cell phone available at work. Not all employers allow you to do so.
- The work that you do is based on trust. We trust that our employees are actively engaged in supporting people and in completing tasks outlined on job descriptions/protocols during work time. Use of cell phones for personal calls or texting should be limited to urgent matters and only when you are safely able to respond.
- Any use of your phone on work time should pass the reasonable and respectful test. Are you being reasonable in the amount of time you are using your phone on work time? Are you being respectful of the people you support? For example, responding to two quick calls or texts in an 8-hour shift (assuming it is safe to do so) would be reasonable. Is your phone use benefiting the person you support? Are you communicating to co-workers about your need to respond to calls?
- Cell phones can be useful tools in your work. You might look something up (GPS directions, community events, etc.), play some music, use the timer or take a picture for the person you support. And we will certainly use it to communicate with you! We support cell phone use that directly benefits the people we support.
- Remember that use of pictures or videos of the person supported requires a signed release from their guardian. Pictures of people you support should never be posted to personal social media accounts.
- **Never** use your cell phone while driving on work time. Pull over and turn off the vehicle, or wait until you reach your destination (see Driving Policy).
- In some households the support plan involves the use of a staff cell phone. This phone should be carried at all times while working, both in the home and in the community. The staff cell phone should never be used for personal calls.
- Cell phones should be turned off or set to vibrate during meetings and in community locations where incoming calls or texts would be disruptive. Only work related calls or texts should be replied to during meetings.
- If you find yourself reaching for your phone because you don't know what else you should or could be doing, talk to your supervisor about ideas for how to further engage and build relationship with the person you are supporting.
- **We must hold ourselves and each other accountable!**

Social Media:

- Accessing personal social media accounts on sites such as Facebook, Twitter, Instagram, Snapchat, etc., playing on-line games and watching videos should never be done during work time.

Other Personal Electronic Devices:

- The use of other personal electronic devices including but not limited to laptops, tablets, MP3 players or smart watches is prohibited during working hours without first receiving the specific consent of your supervisor.

Ear Buds/Headphones/Bluetooth devices:

- Under no circumstances should employees be using or wearing ear buds, headphones or personal Bluetooth devices at work. Limiting your ability to hear puts the people you support at risk and jeopardizes safety. It is also disrespectful.

Television:

- Televisions and other devices (e.g. computer, I-pads) of people we support should never be used for personal purposes. Again, consider the respectful test. Is it respectful to make the person you support watch your favorite show when they would rather be watching reruns of I Love Lucy? Should the television be on a channel with foreign language content or sports events that are not of interest to the person supported?

Options assumes no responsibility for loss or damage to personal cell phones and other electronic devices brought into the workplace.

Acknowledgement of Electronics Policy:

I, (*Print Name*) _____, have received, read and understand Options' Electronics Policy.

Signature

Date