

Policy Number: PER 007	Title: Phone Use
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy: GAS	Policy Council Approval/Revision: 8/2006 2/2018 BOE Approval: 2/2018

POLICY:

District Phone Use: Refer to USD 418 BOE Policy for district cell phone use policies.

In addition: Family advocates will have access to a cellular phone to carry on a home visit to assist in parent interactions or to be used in case of an emergency. These cell phones will be limited to early childhood business only. Specific limitations of minute usage will be set with each employee, and monitoring of the monthly phone statement will occur by the Head Start Director. If personal calls occur, the employee will be subject to a corrective plan, as well as financial reimbursement to Head Start for cost. Personal use on company cell phones incurring charges to the Head Start Budget is misuse of federal dollars. Additional problems could lead to serious actions, leading up to and including termination.

Personal Cell Phone Use:

Personal calls made on an employee's cell phone should occur during employee break time only. Phones should be placed on silent or turned off so children and employees are not distracted during work time. If personal cell phone use becomes a problem. It will be addressed by corrective plan of action.

Personal Phone Calls:

Personal phone calls will occur during employee break time only. If an emergency phone call is received for an employee, coverage in the classroom must occur in an effort to accommodate the staff's short absence in the classroom. Phone calls during early childhood hours should be based on school business. Any employee found to be in excessive personal phone use will be addressed by a corrective plan of action.