

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: I-Human Resources Management**

**Section: 1302.90 Personnel Policies**

**Subject: Cellular Phones**

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**Policy:**

The purpose of this cell phone policy is to form a work environment that is productive and free of distractions. Safety is a priority and taking care of the children without distractions is absolutely a must.

**Procedure:**

1. Personal cellular phones/beep beeps/texting can only be used during the employees' break time.
2. All cellular phones are to be turned off during public meetings representing the Agency, staff meetings, and trainings.
3. Every site has a land phone line and employees are to advise their families that they can be reached by the land phone in case of emergencies.
4. When there are circumstances that it is imperative, an employee needs their phone on; it will be left up to the discretion of the supervisor to make that decision. Permission for a phone to be turned on during working hours will be limited and only in emergency situations.
5. Classroom staff cannot use their phone in the classroom. In the event special permission has been given to classroom staff then the cellular phone will be left with their supervisor with the names of whom they are expecting the call from. If the call is received then the supervisor will come and relieve the classroom staff member to take the call, this will ensure classroom ratios are met.
6. There are certain positions that will have permission to use an Agency issued or their own personal cellular phone due to their job duties.
7. Cellular phone use will be monitored, and disciplinary action will be taken with a verbal warning for the first violation, a written warning for a second violation, and will lead to other actions that can lead to termination.