



Sun Health®

POLICY: Personal Electronic Devices

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PURPOSE: To establish a uniform policy on the usage of personal electronic devices during work hours.

POLICY: Unless properly authorized, employees should refrain from the use of any form of personal electronic communication devices during normal work hours. Personal electronic devices are any portable electronic devices with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or photo images. This includes but is not limited to laptops, personal digital assistants, MP3 players, cellular telephones, thumb drives, video cameras, and pagers. These devices may be used during breaks or when employees are at lunch.

The company recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. The company, however, asks that employees restrict their personal telephone usage to emergency situations and make their supervisor aware of the situation.

The following actions are prohibited, unless previously authorized:

- Use of any type of personal electronic device while on duty.
- Use of camera, video or voice recording devices to record anywhere in the building or on company property.
- Use of any type of personal music device that may present a safety concern in that the employee might not hear a resident, emergency signal or verbal communication from another employee.
- Use of any form of wired or wireless earphone(s) designed to be used with anything other than a prescribed hearing device while on duty.
- Employees may not charge personal long-distance calls to the company.

When authorized, employees using personal electronic devices for work purposes must:

- Hourly employees must account for all time checking emails or other messaging and communication while using personal devices. The exception is when an employee is using the device to communicate attendance matters (calling or texting to notify supervisor of an absence or being late for a shift).

- Supervisors should limit communication with hourly staff on the staff member's personal devices to matters regarding work while the employee is at work. Any communication with employees regarding work matters, other than the employee's attendance, outside the employee's work day must be added to their work time.
- Texting or instant messaging applications should be limited to professional matters while at work. Excessive texting for personal reasons will be addressed.
- Employees should use the same courtesy and professionalism when using electronic communications as they would in face to face communications, including during meetings or other interactions.
- Employees who are permitted to bring in personal laptops should not connect to the company's wireless or to company software systems, unless appropriate security measures are taken. Employees must be granted specific permission, in writing, from a Director or above to bring in their personal computers, tablets or other devices for use during work hours. IT must also be notified for determining security issues, if any.

A violation of this policy may be subject to disciplinary action.

RELATED POLICIES: NON-EXEMPT (HOURLY) TIMEKEEPING