
Subject: Staff use of Cell Phones

Source: Personnel Policies

Policy

North Texas Parent and Child Development, Inc. Early Head Start prohibits the use of personal cell phones while any staff member is responsible for the direct supervision of Early Head Start children. EHS Staff that posse a program cell phone will keep those phones on during program hours.

Procedure

North Texas Parent and Child Development, Inc. Early Head Start Staff must adhere to the following procedures:

1. When teachers are in the classroom cell phones must be in the off position.
2. Phone calls may not be made from or received in the classrooms or hallways.
3. Employees expecting a phone call during class time should inform the expected caller to direct his/her phone call to the center phone. If there is a message to be left the designated staff will see that the message is delivered. If the message constitutes an emergency, the teacher will be summoned to the office to receive the call with appropriate coverage provided for the classroom.
4. Cell phones should be placed in the off position during program meetings and training unless an immediate supervisor has granted permission.
5. Cell phone usage will only be allowed during employee breaks and lunch time, if not assigned to supervise children, or before and after the scheduled workday. Executive Director may grant exceptions for specific programmatic work duties and responsibilities of the employee's position.
6. NTPCDI, Board of Directors views it as being inappropriate for teachers and others staff to use electronic signaling devices such as bring laptops or sending messages or e-mails to communicate with individuals not associated with the program.
7. NTPCDI, Board of Directors also realizes that some employees due to the requirements of their position such as travel between child development facilities and administration office or away from their regular office phones must use cell phones or other portable means of communication. Therefore, it is the policy of the Board of Directors that designated employees will have cell phones.