

Effective Date: 11/19/1998
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Cellular Phones

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/98

Date: 5/15/2007

POLICY # 3008.00

SUBJECT: CELLULAR PHONES

POLICY

This shall set guidelines for the use of NSRSN cellular phones by employees.

PROCEDURES

The NSRSN shall provide cellular phones for use by employees who:

1. Frequently conduct business at locations outside the NSRSN offices;
2. Require the use of a telephone to conduct regional business while traveling for the NSRSN; and
3. Must be accessible at all times.

Employees may be assigned cell phones temporarily and/or long term, when necessary to conduct business at locations outside the NSRSN offices, or while traveling for the NSRSN. In all instances, employees assigned cell phones shall agree to abide by the requirements outlined in this policy by signing below and returning this acknowledgment to the NSRSN Office Manager, who shall maintain all cell phone assignment records.

Use

The use of NSRSN cell phones is to maximize efficiency of NSRSN business. Use of cell phones is restricted to NSRSN business **only**, and shall be utilized only when the employee is out of the office and/or when a standard telephone is not available.

Personal calls may only be made on the cell phone for the following reasons:

1. Notification call to family member when employee will unexpectedly be working late;
2. Emergency call if/when a family medical emergency occurs.

Responsibility

Should the assigned cell phone be lost, broken, or destroyed while performing NSRSN business, immediate notification shall be given to the Office Manager.

The employee agrees to responsibly handle and maintain the assigned cell phone. Failure to do so resulting in the cell phone being lost, broken, or destroyed will become the employee's responsibility for replacement and/or repair.

Employee's Absence from Office

Thos employees assigned cell phone shall return the phones to the NSRSN Fiscal Office in the event of an extended absence from work (vacation, medical leave, etc.). Upon return to work, the employee may retrieve the cell phone by contacting the Office Manager.

Identification of Use Charges

Upon routine receipt of the invoice for cell phone service, the Fiscal Officer shall circulate a copy of the charges to each employee who used an NSRSN cell phone during the billing period. Such employees shall review all charges for accuracy, highlight all personal calls made and return the statement to the NSRSN Fiscal Officer, along with a personal check made payable to NSRSN in the amount of all personal calls, within three (3) days of receipt of the statement.

Effective Date: November 16, 1998

By: _____
Merle D. Adrian
Executive Director

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I have read and agree to abide by the foregoing NSRSN Policy on Use of Cellular Phones.

Dated: _____
Signature

ATTACHMENTS
None