BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Management Team 03/05	**DATE SUBMITTED:** 09/14/05	**SECTION:** Information Management	
BOARD APPROVED ON: 09/14/05	**DATE REVISED:** 04/27/16, 04/18/18, 03/20/19, 08/12/2026	**SUBJECT:** Personal Electronic Devices	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 03/20/19, 03/17/21, 3/15/23, 08/12/2026		**POLICY #:** EE-002	**PAGE #:** 1 of 2

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that the use of personal electronic and communication devices by employees will be governed by the following standards.

III. STANDARDS

A. The use of personal electronic and communication devices during work time shall not be permitted unless the need to report an emergency or engagement in communication related to work arises.

B. Personal electronic and communication devices may not be used during meetings, when interacting with individuals receiving services, or while conducting agency business.

C. Use of personal electronic and communication devices while driving is strictly prohibited. If an employee who is operating a vehicle needs to report an emergency or engage in communication related to work, the vehicle must be off the road and parked. Texting is strictly prohibited under all circumstance when operating a vehicle.

D. Personal electronic and communication devices should be turned off or silenced and stored out of sight during work hours.

E. If an employee needs to engage in communication related to work and it is not an emergency, it is expected that the employee uses a company phone whenever possible. If it is not possible or is an emergency, only then will employees be permitted to use their personal electronic or communication devices during work time.

F. It is understood that brief communications/texts may occur on occasion during paid working hours. However, these should be limited to situations that are of urgent nature, such as communications with health care provider or urgent family situations

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and should be minimal. If communications of this type are necessary, they should be held in a private location to not disrupt other employees or program operations.

G. Employees are expected to always follow all applicable local, state, and federal laws and regulations regarding the use of personal electronic and communication devices.

IV. DEFINITION

Emergency is defined as any legal, medical, family, vehicular or other safety issue that might affect the safety or wellbeing or an individual served, employee, or other person if left unattended for any period.

Personal electronic and communication device is defined as any piece of lightweight, electronically powered equipment and can include but is not limited to the following:

- Cell phone
- Smart phone
- Tablet
- E-reader
- MP3 player
- iPod
- iPad
- Bluetooth devices
- Smart watch
- Earbuds