

## **EUT POLICY ON STAFF CELL PHONE USAGE**

While at work, all employees are expected to exercise discretion in using personal cellular phones. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity, and cause distractions to others, especially in the school setting. To that end, all employees are expected to stow and silence their personal cell phone device or any other similar electronic devices during working hours. Employees are asked to ensure that friends and family members are aware of this policy and remind them that all employees may be reached through the school-wide phone system in case of an emergency.

Exceptions to this policy may be made on a case-by-case basis with approval from the building principal. Failure to observe this policy will result in progressive discipline.

Adopted January 2022