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G-03

<b>Title:</b>	<b>WIOA Guidance- Cell Phone Usage</b>	
<b>Program:</b>	Workforce Innovation and Opportunity Act	
<b>Effective:</b>	July 1, 2018	
<b>Revision #:</b>		

**Purpose:** To establish guidelines on the use of cell phones for business related functions.

**Background:** Cell phones will be used by WDB Youth staff to maintain required contact with their participants. Each cell phone will have access to unlimited data, which can be shared with the youth participants through a personal hotspot. All content streamed, and downloaded on these phones will be professional, appropriate, and reflective of all 14 program elements.

**Policy:** WDB-MOV Youth staff will use the supplied cell phones to communicate internally and externally related to their job responsibilities. These phones may be used in any situation regarding a legitimate safety issue, or emergency. If a phone is lost or damaged due to neglect, the cost of replacement is the responsibility of the staff accountable. Employees will act considerately when using their phones in the workplace, keeping their phones on vibrate and only making calls in appropriate areas as to not interfere with other staff. Cell phones are not for personal use but will contain appropriate professional information as it relates to WIOA and the WDB-MOV's mission and vision.

The following actions are prohibited when using any WDB provided cell phone.:

- Streaming of inappropriate content.
- Personal calls or texts.
- Usage of the phone while operating a vehicle.
- Any unethical or unprofessional act.
- Using the provided phone for personal gain.
- Usage in an inappropriate setting.

**Action:** WDB-MOV Youth staff will use their provided cell phones to communicate with their participants in a professional manner. It is encouraged to use these supplied phones as an advantage to keep track of work tasks, contacts, appointments, and allow the participants to utilize the hotspot feature giving them internet access in any setting. If any provided cell phone is lost, damaged, or stolen, a report must be sent to the WDB-MOV Director describing the incident.

**Expiration Date:** Effective until rescinded or modified by the Workforce Development Board Mid-Ohio Valley.