**Policy Statement:**
The PHS phones and cell phones (including those reimbursed) are for business operational needs. PHS has the right to access voicemail and business cell phone accounts and records. Personal cell phones should only be used at breaks or for emergencies.

**Procedure:**

Telephones are an important communication link with the business and healthcare community as well as PHS patients and clients. It is vital that the phone system and PHS employees are available to maintain that link. For that reason, it is necessary that telephone usage on all PHS phones (including PHS-issued or reimbursed cell phones) is restricted to business and other authorized uses. This includes landline and as well as mobile telephones. Personal cell phones and hand-held devices for calling or texting are to be used only at breaks and/or for emergency situations.

Authorized calls are those which do not adversely affect an employee’s own performance or disrupt any other employee’s performance of his/her work responsibilities, and generally include only calls of an emergency nature or those which could not have been made during non-work hours, and are of reasonable duration and frequency.

PHS reserves the right to access any employee’s PHS voicemail accounts and business cell phone accounts and records at any time for any reason.

**References:**
Employee Handbook pages 21-22

**Policy Cross References:**