# Personal Cell Phone Usage for Work purposes

Marshall County Group Homes, Inc. (MCGH) allows employees who work within the In-Home program as well as anyone in administration and nursing to use their personal cell phones for work purposes.

In-Home usage:

In-Home employees may use their personal cell phones to clock in and out of Therap. This is due to the state mandated electronic visit verification (EVV). The purpose is to identify who the employee is working with and the location, to prevent fraud. All other documentation should be done on the employee’s laptop provided and owned by MCGH. Employees should always be clocked in when doing any work-related documentation.

In-Home staff also use their personal phones to communicate with their clients as well as their clients support teams, medical professionals, and family. Staff are clocked in when making or receiving these phone calls.

In-Home staff are provided a $50 stipend each month to help offset the cost of using their personal phones for work.

Administration usage:

Administration consists of the Administrator, both Resident Program Supervisors and the Office Manager. Nursing consists of the RN and LPN.

Administration uses personal cell phones to take calls from staff, medical professionals, etc. after business hours and on weekends. The Administrator and Resident Program Supervisors are exempt status. The Office Manager is non-exempt and is paid for phone calls taken after hours. Nursing is non-exempt and are paid for all phone calls they receive from MCGH staff, medical professionals, etc.

Both In-Home staff, Nursing and Administration understand the importance of data privacy when using personal cell phones.

I have read and understand the above policy. I understand this policy is valid while employed with Marshall County Group Homes, Inc.

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