

PROFESSIONAL NURSING SERVICES, INC.

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Internet/ Phone Staff Policy

Policy:

Professional Nursing Services, hereafter referred to as PNS, is committed to preventing/detecting/and investigating any and all claims of alleged internet abuse/misuse. Cell-phone/home phone use through the work day is limited to client related issues and emergencies only.

Purpose:

To identify terms related to misuse and or abuse of internet usage and cell/home phones.
To institute procedures to prevent and detect alleged abuse and or misuse.

Procedure:

1. PNS will investigate the misuse of the internet and cell/home phone usage.
2. PNS limits cell phone/texting use during work hours to client related issues and emergencies only.
3. Any alleged abuse or misuse will be directed to the individual identified in the report.
4. PNS office staff will notify the appropriate Supervisor and/or Director within 24 hours of all alleged occurrence.
5. When appropriate, an investigation of the alleged misuse will be performed by a PNS Supervisor. If warranted, the employee will receive a verbal warning that will become part of their permanent file. Further action may be taken, at the management's discretion, depending on the magnitude of abuse/misuse, which may result in termination.
6. Consequences of internet and or cell/home phone misuse/abuse may range from a verbal or written warning to immediate termination/considering the magnitude of the abuse/misuse. If a cost is incurred, because of the usage, the employee will be responsible for reimbursing the client, any and all costs incurred, because of use.
7. Definition of abuse and/or misuse:
 - a. Use of inappropriate web sites including but not limited to, sexual in nature.
 - b. Non work related or non-emergency internet use/ cell phone use during the work day.
8. In the school setting, cell phone/ear bud use are prohibited.
9. Ear buds are prohibited from use in the home setting/all settings, unless the parent/guardian has approved the use of only 1 (one) ear bud. The parent must notify the office of any approval. The use of ear buds can pose a safety issue hence only 1 ear bud can be approved for safety reasons.