



**By signing this document and my contract of employment, I \_\_\_\_\_ certify that I have read and am fully responsible for knowing and understanding the content of the STAFF POLICIES and STAFF TRAINING MANUAL.**

**I am aware of, and understand the PERSONAL CELL PHONE POLICY, and acknowledge the repercussions of violating this policy. I have had sufficient time to review and understand all of the above mentioned content.**

**Personal Cell, Smart Phones, Pagers, Tablets and eReaders** – Personal cell phones and related devices, are NOT to be brought on campus or used during the work day for personal use. Program staff and directors may retrieve a well-charged personal cell phone from their vehicle or the camp office, for use only during an emergency while accompanying campers off campus. Alternately, program staff may log out a camp-owned cell phone for this purpose. All personal and camp cell phones must be logged-out prior to departing campus, as part of the off-campus travel log, which is located in the camp office. Personal cell phones used for work should have all necessary contact numbers, for emergencies and non-emergencies, stored prior to departing campus. Any unauthorized use of these devices will be taken VERY SERIOUSLY by camp administration and will carry the following repercussions: FIRST OFFENSE: Formal Written Warning which will remain in the employee's permanent employment record. SECOND OFFENSE: Dismissed for the day, without pay. THIRD OFFENSE: Termination of employment. Please see a director for questions or concerns regarding this policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**The Family Schools, Inc.**

