

POLICY/PROCEDURE

1. All Northern Arizona Healthcare (NAH) departments and employees who believe a cell phone and/or pager is critical to their job function must submit a request in writing (letter or e-mail) to their applicable Vice President detailing the following information:
 - Reason for needing a cell phone or pager (explaining how it will impact job productivity)
 - Estimated number of minutes needed per month
2. The applicable Vice President will review the request, and return a decision with explanation to the requesting department manager and/or employee.
3. a. If authorized, employees shall work through Dell NAH IT Services to obtain NAH-provided mobile devices by submitting a ticket in Service Now at <https://nahprod.service-now.com/>. ~~cell phones or pagers.~~
4. ~~Employees shall use NAH-provided telephones, cell phones, and pagers for business purposes only except in case of a personal or family emergency.~~
5. ~~NAH may require an employee to reimburse the Company for extended personal emergency communications on NAH-provided telephones, cell phones, or pagers.~~
6. 3. For patient and employee safety and patient-relations reasons, employees who are on duty must be able to hear overhead emergency pages, equipment alarms, and verbal calls for assistance in order to respond accordingly. For those reasons and to maintain full attention to productive work, employees shall not use portable personal electronic equipment during work time, including, but not limited to CD players, iPods, MP3/4 players, personal cell phones, and personal pagers without pre-approval from department management. ~~except that e~~ Employees may use personal cell phones or pagers during work time in the case of personal or family emergency.
4. NAH may require an employee to reimburse the Company for extended personal emergency communications on NAH-provided mobile devices.
7. Employees may otherwise use personal cell phones or pagers during non-work time.
6. 6. Employees and non-employees shall not use cell phone cameras or any other recording device to record visual images or audio of any patient or patient-related activity or any trade secret or company-proprietary information at any time. Such recording violates federal and/or state law, and NAH will strictly enforce this rule through discipline up to and including immediate termination.
9. 7. In addition, out of respect for co-workers, supervisors, and others, employees shall not engage in surreptitious (i.e., secret) audio or video recording at any time on NAH owned or controlled property, including all interior and exterior portions of the NAH campus and parking areas.
10. 8. The recording, distribution, editing, display or storage of any kind of inappropriate or sexually explicit image or document on any NAH system or equipment, including but not limited to cell phones and cameras, is strictly prohibited. Inappropriate material is defined as any data (including but not limited to images, movies, documents) containing nudity, pornography, or considered offensive by NAH administration. Violations will be enforced through discipline up to and including immediate termination.
9. NAH IT is not required to provide copies of personal files and data stored on an enterprise mobile device. This includes, but is not limited to pictures, media, or contacts. Users are responsible for making their own backups and copies of their personal files. If necessary, the device and its files may be subject to discovery in litigation or pre-litigation.
10. Cell phone numbers are the property of NAH. Any personally owned cell phone number that is added to the NAH Corporate account will also become property of NAH. If an employee terminates employment with NAH the cell phone number will remain with the NAH account and will not be transferred to the user upon their departure. Any exceptions to this policy will be at the discretion of the Vice President of Human Resources.