

**Subject: PERSONNEL POLICY #9  
PROTOCOL – TELEPHONE /SMOKING/PERSONNEL REOCRDS**

**Use of Telephone**

Choices In Community Living, Inc., telephone facilities are reserved for business/resident purposes. All staffs personal incoming and outgoing call should be limited to matters of emergencies such as illness, accident, unanticipated overtime, and calls of a similar nature. If personal call needs to be made or an incoming call taken, the employee is expected to limit the call to a reasonable time length. Violation of these standards may result in disciplinary action.

**Smoking**

Managers and Supervisors will enforce the smoking restrictions which are in place at the Central Office, as well as all residential locations. Smoking is only permitted in certain areas as defined by the specific location, house rule, or resident's request.

**Personnel Records**

Personnel records are the property of the agency. Employee privacy rights will be protected. Inquiries from outside sources such as Landlords, creditors, potential employees and others will be managed by the Program Director and/or Fiscal Manager upon evidence the employee has given written approval for the release of that information. These written approvals are usually included on authorized inquiry forms signed by both the Inquiring party or agency and the employee.

By requesting a meeting with the Program Director, an employee may review or request copies of:

- Performance Evaluations
- Letters of Praise or Congratulations for good work or deeds.
- Agency forms used to track the employee's progress, such as pay increases, vacation requests, paid absence, disciplinary notices or separation/discharge issues.