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CAMP MOSHAVA

Cell Phone Policy for Staff

Purpose:

To maintain a focused and productive work environment, the following policy governs the possession and use of personal cell phones during work hours.

Policy:

1. **Collection of Cell Phones:**

All staff are required to turn in their personal cell phones at the beginning of each workday. Phones will be collected at tefilla and securely stored in a designated area. **Bringing multiple phones to camp and submitting one phone and holding on to another phone is grounds for immediate dismissal from Moshava.**

2. **Return of Cell Phones:**

Cell phones will be returned to staff at the end of the workday. Anafim personal phones will be available after aruchet erev (dinner). Madrichim phones will be returned after lights out for their eidah.

3. **Emergency Contact:**

In case of emergency, staff may be reached via the main office phone number 570-253-4271. Messages will be taken by the office staff and supervisors will ensure timely communication of urgent messages.

4. **Exceptions:**

Any exceptions to this policy must be approved in advance by Alan or Shlomo and documented accordingly.

5. **Disciplinary Action:**

Failure to comply with this policy will result in disciplinary action, up to and including written warnings, confiscation of phones and dismissal from employment at camp.

Acknowledgment:

Staff will be required to sign an acknowledgment form agreeing to the terms of this policy upon arrival at camp.

If you have any questions, please contact us: office@moshava.org or 570-253-4271.

Alan, Channah and Shlomo