

College Procedure: 400.15 – Hotel Personal Electronic Devices

Policy Reference: 400 – Employee Ethics and Conduct
Responsible Department: The Hotel at Kirkwood Center
Approval Authority: Cabinet
Procedure Owner: Vice President, Finance
Effective Date: 04/21/2017

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This procedure provides requirements and guidelines for Personal Electronic Device use for employees of The Hotel at Kirkwood Center. Personal Electronic Device is defined as any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. The procedure ensures high standards of attentiveness from all employees and to not detract from the guest experience at The Hotel.

The Procedure

Personal Electronic Device usage is not permitted by any employee in the front of the house at any time with the exception of employees who are MODs and/or Managers. Employees may use Personal Electronic Devices in the back of the house on their 10 or 30-minute break. The device must be on silent mode, out of the sight of the guest and does not affect the guest experience.

- Personal headphones of any kind are not permitted by any employee of The Hotel.
- No music is allowed on personal electronic devices.

All employees who are MODs are authorized to carry and use Electronic Devices at all times for the safety and well-being of guests and employees.

In lieu of employees using Electronic Devices to communicate with each other during their shifts, radios will be used.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	04/21/2017	Jim Choate, Vice President, Finance	New procedure
2	02/11/2021	Cabinet	Procedure template