

# WEEKLY ROUNDUP

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A IS FOR ACCOUNTABILITY ISSUE



## CELL PHONE POLICY CRIMES AND MISDEMEANORS

Cell phone distractions are something we've all experienced—they can impact productivity, safety, and even team morale. As a quick reminder, MADACC does have a cell phone policy in place, which you'll find attached to this newsletter.

Here are a few key points to keep in mind:

- Earphones or earbuds should not be worn while actively working.
- Please avoid using personal phones or Bluetooth speakers during work hours.
- Phone use while working should be limited to urgent incoming calls only. If you need to make or return a call that may take more than a few minutes, please use your 15-minute break or lunch period.
- To help keep communication clear and professional, texting co-workers during the workday isn't permitted unless you are an exempt employee with a MADACC-assigned phone.



## WORK, DRUGS AND YOU

We understand that people have access to a wide range of medications—whether they're over-the-counter, prescribed, or otherwise. It's important to us that you feel comfortable and know that your personal time and medication use are respected.

However, we do want to remind everyone that working while impaired isn't safe and is something we take seriously for everyone's wellbeing. If there's ever a concern that someone might be under the influence at work, we'll ask for a quick and discreet test. If that's the case, we'll also request that you take the rest of the day off. Once we have the results, we'll have a private chat to discuss the situation.

We know that THC, whether in gummies or other forms, is pretty common these days. We're prepared for positive THC results and want to ensure you're informed about the steps that follow.



(Turn over for more info and what we consider being "under the influence" or "working while impaired" looks like)

## **CELL PHONE POLICY CRIMES AND MISDEMEANORS (CONTINUED)**

To help reinforce the importance of minimizing cell phone use during work hours, we've purchased secure cell phone lockers. Employees who choose—or are required—to use a locker will keep the key with them. A spare key will be available in Laura's office in case yours is misplaced during your shift.

Please take a moment to review the attached policy. Moving forward, the following guidelines will apply:

- First occurrence: phone stored for the remainder of the workday
- Second occurrence: 30-day restriction
- Third occurrence: 6-month restriction
- Fourth occurrence: termination

We understand that there may be questions about phone use among different roles. Some staff members may carry a phone for work-related responsibilities or at the direction of a supervisor. If you are asked to temporarily use a phone for a work task, that is considered an exception—but it should be returned to storage as soon as the task is complete.

Our goal with this policy is to ensure a safe, attentive environment for both our staff and the animals in our care. Working in the building requires full awareness—being able to hear radio calls, recognize when an animal may be in distress, and respond quickly if a coworker, volunteer, or member of the public needs assistance.

We know everyone has responsibilities outside of work, and we want to make sure you can still be reached if needed. Urgent calls can always be directed to the front desk, and you will be promptly notified.

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## **WORK, DRUGS AND YOU (CONTINUED)**

*Signs someone may be under the influence of drugs or alcohol include but are not limited to:*

- *Bloodshot, glassy, or watery eyes*
- *Flushed face*
- *Blank stare or dazed look*
- *Speaking loudly, then quietly*
- *Rambling train of thought*
- *Slow response to questions or comments*
- *Making irrational statements*
- *Argumentative*
- *Aggressive or belligerent*
- *Swaying, staggering, or stumbling*
- *Depressed or sullen, crying or moody*
- *Extreme or sudden change in behavior*
- *Drowsiness or falling asleep*
- *Lack of focus and eye contact*
- *Difficulty standing up*
- *Unusual walk, clumsy*
- *Difficulty remembering*
- *Disoriented*
- *Agitated, anxious*
- *Odor of alcohol, marijuana or chemicals*
- *Repeated trips to rest room or outside area*

If a test returns a positive result, it will be documented in your personnel file.

It's important to note that current drug testing does not determine whether someone is actively under the influence at the time of testing—only that a substance is present.

If the same concerning behavior that led to the initial test occurs again, a follow-up test will be required, and the employee will be sent home for the remainder of the day. If that subsequent test is also positive, it may result in termination.

For alcohol testing, a blood alcohol concentration (BAC) of 0.02% or higher is considered a level that may cause impairment.

Employees with a result at or above 0.02% will be placed on unpaid suspension pending confirmation of final test results. If those results confirm impairment, termination may occur.

## Next week look for the “B is for BUSY AF” issue!

We want your contributions, story ideas, questions for answering, photos, brags and other content!

Send to [info@madacc.org](mailto:info@madacc.org) for consideration.

We will also be sharing:

- News about MADACC and our operations
- Ideas for new signs Roxie can hang in the bathroom
- Educational opportunities
- Adoption stories about animals you have known and loved
- Events you can attend
- New benefits or changes to current benefits
- Contests with PRIZES!
- Employee of the week
- Customer Service compliments received naming a staff member.
- Lots more!

We were obviously hard up for content this first issue, but all issues will not be this HR oriented. We do great things here.

We are very proud of our staff and this organization. We have come such a long way, yet, still far to go. We will get there together.

Every person reading this is part of the best of MADACC.



*“He’s an indoor cat.”*



*“It’s always ‘Sit,’ ‘Stay,’ ‘Heel’—never ‘Think,’ ‘Innovate,’ ‘Be yourself.’”*

## **From the MADACC Employee Handbook:**

### **7.796 CELL PHONE POLICY**

MADACC understands that cell-phones are an important resource and tool for staff both on and off the clock. It is MADACC's intention to implement fair and realistic guidelines for cell phone use in the building while on-duty. Employees who use smartphones excessively during work hours may:

- (a) Disturb colleagues by making unnecessary calls.
- (b) Get distracted from their work.
- (c) Cause problems or accidents when they use their cell phones inside company vehicles or in areas where phones are prohibited.
- (d) Create security issues by misusing personal devices or the company's internet connection.

MADACC expects all employees to use cell phones in a sensible manner during work hours.

#### **EMPLOYEES ARE ADVISED TO:**

- (a) Use personal and company-issued devices for business purposes only while on duty.
- (b) Talk, text, and use the internet on their personal cell phone or mobile device only a few minutes per day and only for urgent communications.
- (c) Turn off or silence any cell phones/devices while on duty. Phones may be switched to vibrate while punched in and working.

#### **EMPLOYEES ARE NOT ALLOWED TO:**

- (a) Play games on their cell phone (personal or company-issued) during work hours.
- (b) Use their device's camera or microphone to record confidential business information.
- (c) Use their device (personal or company-issued) for any reason while driving a company vehicle or a personal vehicle while on MADACC business.
- (d) Use their device in an area where cell use is explicitly prohibited (e.g., animal wards, medical wards and employee locker room).
- (e) Disturb colleagues by speaking on their phone for personal reasons during work hours.
- (f) Download, upload, or view inappropriate, illegal, or obscene material on any device or over the business's internet connection.

#### **EMPLOYEES ARE ALLOWED TO:**

- (a) Make business calls and send and respond to business messages.
- (b) Check important messages.
- (c) Use productivity apps.
- (d) Make brief personal calls away from the workspace of colleagues.
- (e) Use their phones and devices during breaks.
- (f) Use their phones and devices during the lunch hour.
- (g) Use their phone or device while in a parked vehicle.

### **DISCIPLINARY CONSEQUENCES**

MADACC reserves the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interferes with normal business operations, management will suspend the employee's right to use a cellular device. Employees are subject to severe disciplinary action (up to and including termination) in cases where they:

- (a) Violate the company confidentiality policy.
- (b) Cause a security breach.
- (c) Cause an accident through reckless use of a mobile device.
- (d) Use a cell phone or other devices while operating a MADACC vehicle or a personal vehicle for MADACC business.