



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Cell Phone Policy	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13
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### 3.39 CELL PHONE POLICY

The purpose of this policy is to govern the acquisition, usage, and management of wireless cellular phones for the Municipality business use by municipal employees. In addition, this policy outlines appropriate standards, guidelines, and procedures for appropriate use, reimbursement policies, and other issues.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage communications costs, and help minimize corporate liability.

#### 1. SCOPE

This policy governs all Municipality employees (contractors, volunteer workers, etc.) who use company- or personally-owned cell phones for the purpose of conducting Municipality business and operations. The Municipality reserves the right to revoke cell phone privileges at any time should it deem necessary to do so.

The Municipality's IT department has sole discretion over the distribution, configuration, and security measures of cellular phones and related technology. If any non-approved devices, installation, or usage of such technology is discovered, the IT department reserves the right to remove and/or deactivate them immediately.

#### 2. ELIGIBILITY

Possession and use of a company-owned and supported cell phone is a privilege, not a right. Employment at the municipality does not ensure eligibility. Any employee requiring the use of a cell phone must receive prior approval from his or her manager via an approved business case, application, or other channel stating why the employee needs such technology to fulfill his or her job duties. Eligible employees may use personally-owned cell phones provided that each device is submitted to the IT department for inspection of security features and any required compatibility with company systems.

All expense forms for reimbursement of cost incurred due to business calls made on company- or personally-owned cell phones must be submitted to the Municipality's finance department, or an appropriate authority. It is the user's responsibility to ensure that all monthly cell phone service statements are submitted on time for proper reimbursement.



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### 3. POLICY AND APPROPRIATE USE

Cell phones and service packages used to conduct the Municipality business must be used responsibly, ethically, and cost-effectively. Therefore, the following policy statements must be adhered to at all times:

1. Personal use of company-owned cell phones is permitted. The employee/Council Member shall sign the invoice and reimburse the Municipality for all non-work related costs.
2. The Municipality will not reimburse employees for any and all personal calls made or received using a personally-owned cell phone that has been approved to conduct company business.
3. Neither company- nor personally-owned cell phones intended for business use may be used to conduct illegal transactions, harassment, or any other unacceptable behaviour, as defined in the Municipality's Harassment Policy.
4. Employees are strictly forbidden to make or receive business calls on a cell phone while operating a motor vehicle, whether that vehicle is personally-owned, company-owned or leased or rented by the company. This includes both company- and personally-owned cell phones.
5. Exceptions to this policy statement may be made in the case of extreme emergencies, such as an accident, vehicle failure, or other imminent danger. Nevertheless, it is required that drivers pull over safely and park the car before making a cell phone call.
6. Whenever a company-owned cell phone is damaged, lost, or stolen, such incidents must be reported immediately to the employee's supervisor, the IT department, and the finance department.
7. Authorized cell phone users are responsible for reimbursing the Municipality for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.
8. Prior to termination of employment or job duties requiring cell phone use, each cell phone user must:
  - Reconcile all charges on his or her service account.



The Corporation of the Municipality of Red Lake

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- Ensure that service accounts are reconciled prior to departing the employ of the Municipality.
- Surrender his or her company-owned cell phone to his or her manager, the IT department, or the finance department.
- If the user does not return their company-owned cell phone, he or she will be required to reimburse the Municipality the price of the cell phone.