

CATEGORY: Administrative  
POLICY #: C.c.004  
OWNER DEPT: C.A.O.  
APPROVED: March 27<sup>th</sup>, 2014  
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REVISED:

## Cellular Device

### **POLICY**

#### **POLICY STATEMENT:**

The purpose of this policy is to govern the acquisition, use, and management of wireless cellular devices for Town of Slave Lake business use by the organization's 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, safeguard information and help minimize corporate liability.

#### **SCOPE:**

This policy governs all Town of Slave Lake employees (FTEs, PTEs, Members of Council, contractors, freelance workers, etc.) who use Town owned, or personally-owned cellular devices for the purpose of conducting Town of Slave Lake business and operations. Town of Slave Lake reserves the right to revoke cellular device privileges at any time should it deem necessary to do so.

Town of Slave Lake's Information Services (IS) Department has sole discretion over the distribution, configuration and security measures of cellular devices and related technology. If any non-approved devices, installation or usage of such technology is discovered, the IS Department reserves the right to remove and/or deactivate them immediately.

#### **POLICY OBJECTIVES:**

Cellular devices and service packages used to conduct Town of Slave Lake business must be used responsibly, ethically and cost-effectively. Therefore, the following policy statements must be adhered to at all times:

- 1) Some employees may need to use personally-owned cellular devices to conduct Town of Slave Lake business. In such cases, Town of Slave Lake will provide a cellular requirement allowance for employees who must use his/her personal cellular device for work purposes, subject to the following conditions:
  - a. A director/manager must first authorize the employee to use his/her personal cellular device for conducting Town of Slave Lake business. The authorization form must be signed by the employee's director/manager and CAO, then submitted to the Finance Department.
  - b. Town of Slave Lake will pay an allowance equal to the either the employees' monthly phone/data plan or \$40 per month, whichever is less, upon submission of an expense form, with a copy of the invoice page of the cellular bill.
- 2) Personal use of a company-owned cellular device is expected to be within reason. Any additional charges applied to the monthly bill for additional minutes, data or application purchases will be billed directly back to the employee.



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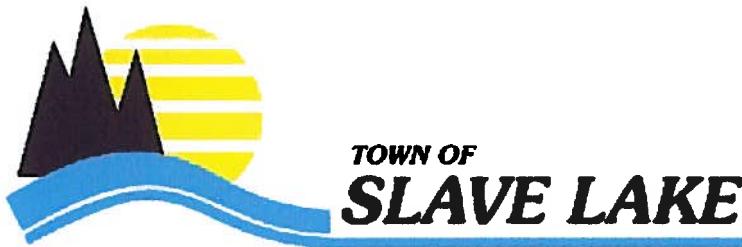
### **POLICY**

- 3) Town of Slave Lake will not reimburse employees for any and all personal calls or messages made or received using a personally-owned cellular device that has been approved to conduct company business.
- 4) Neither Town-owned, nor personally-owned cellular devices intended for business use may be used to conduct illegal transactions, harassment or any other unacceptable behaviour, as defined in Town of Slave Lake's Workplace Respect policy.
- 5) Employees are strictly forbidden to make or receive Town related calls or messages on a cellular device while operating a motor vehicle, whether that vehicle is personally-owned, Town-owned or leased or rented by the company, unless it is with a hands-free device or vehicle interface.
  - a. 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 strongly suggested that drivers pull over safely and park the vehicle before making a call on a cellular device.
- 6) Whenever a company-owned cellular device is damaged, lost or stolen, such incidents must be reported immediately to the IS Department.
- 7) Authorized cellular device users are responsible for reimbursing Town of Slave Lake for the full costs of damaged, lost or stolen cellular devices 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 cellular device use, each cellular device user must:
  - a. Reconcile all charges on his or her service account.
  - b. Ensure that service accounts are reconciled prior to departing the employ of Town of Slave Lake.
  - c. Surrender his or her company-owned cellular device to his or her director, or the IS Department.
  - d. Service accounts in arrears after departure or termination of job duties requiring cell phone/tablet use will result in legal action being taken against the former cellular device user.

If the user does not return their company-owned cellular device, he or she will be required to reimburse Town of Slave Lake the price of the cellular device

### **DEFINITIONS:**

“Cellular Devices” – Any cell phone, smartphone or tablet that is either owned personally by the user or available for use by the user from the user’s employer or other third party.



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#### ELIGIBILITY:

Possession and the use of a Town-owned and/or supported cellular device is a privilege, not a right. Employment at Town of Slave Lake does not ensure eligibility. Any employee requiring the use of a cellular device must receive prior approval from his or her Director by way of 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 a personally-owned cellular device provided that each device is submitted to the IS department for inspection of security features and any required compatibility with Town systems.

All expense forms for reimbursement of cost incurred due to business calls or data usage made on Town-owned or personally-owned cellular devices must be submitted to Town of Slave Lake's Finance Department, by means of an approved expense claim. It is the user's responsibility to ensure that all monthly cellular device service statements are submitted on time for proper reimbursement.

Brian Vance, Chief Administrative Officer

Date: March 27, 2014  
April 15, 2014