

POLICY # AD 023
CELL PHONES

APPROVAL DATE:	February 25, 2014 Approval Motion (67-02-14)	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	October 8, 2019 (2019-10-15)	REVIEW DATE:	April 2024

POLICY STATEMENT

To establish the guidelines for the issuance, usage and reimbursement of County of Vermilion River Communication Devices as well as Personal Communication Devices utilized for conducting County Business.

BACKGROUND

As a means of supporting efficient communications, this policy was developed to:

- Provide a Communication Device to eligible employees whilst conducting County Business
- Reimburse eligible employees for the use of their Personal Communication Device whilst conducting County Business
- Impose conditions on the use of Communication Devices
- Establish the procedure which applies to all users of County funded Communication Devices

OBJECTIVE

To outline the criteria by which Employees are eligible to use County owned or Personally owned Communication Devices for conducting County business.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	
Administration	
Field Staff	

DEFINITIONS

Communication Device is a handheld device with the ability to receive and transmit voice, text, or data messages such as cell phones, smart phones, and blackberry's.

County Business is professional services rendered for or on behalf of the County of Vermilion River.

County is the County of Vermilion River.

Director is a person employed by the County of Vermilion River who is in charge of an activity, department or organization.

Employee(s) is an employee of the County of Vermilion River.

Personal Communication Device is a handheld device with the ability to receive and transmit voice, text, or data messages such as cell phones, smart phones, and blackberry's owned and operated by an employee of the County of Vermilion River.

GUIDING PRINCIPLES

This policy applies to all County owned and Personally owned Communication Devices utilized for conducting County Business.

- The County Strategic IT Plan is the overarching strategy for all technological devices and programs. It shall be referenced as a guiding document in terms of the purchase and usage of Communication Devices.

- Administration is responsible for the purchase of County owned Communication Devices. All of the costs incurred in the purchase and subsequent use of the Communication Device is funded by the department by which it was approved.
- Communication Devices purchased by the County are the property of the County and must be returned to the Employee's Director when not in use or deactivated.
- The County retains usage and call details for all County owned Communication Devices. These records may be accessed by County Employees for audit and investigation purposes.
- Employees must read, acknowledge and agree to in writing, Schedule A attached hereto prior to being issued a County owned Communication Device or receiving payment for their Personal Communication Device.
- The County reserves the right to suspend the use of County owned Communication Devices and withhold payment for Personal Communication Devices if an employee is in breach of this policy.

Eligibility

- Employee eligibility under this policy is determined on a case by case basis. Written approval from the Director is required prior to an Employee being issued a County owned Communication Device or receiving payment for the use of a Personal Communication Device.
- Employees who have received written approval from their Director for the use of a Personal Communication Device receive a flat rate of sixty five dollars (\$65.00) per month.
- Employees who are required to work alone under Policy SA 008, or required to maintain a Communication Device as an emergency contact, are eligible under this policy provided that they have received written approval from their Director.
- A County owned Communication Device is provided to Employee's who actively participate in the County's on-call rotation.

Responsibilities

- Directors must:
 - Assess the Communication Device needs of their Employees to determine whether a County owned Communication device should be issued or payment should be remitted for the use of their Personal Communication Device.
 - Ensure that inactive or unused Communication Devices have been returned and accounted for at the County office.
 - Monitor the usage of County owned Communication Devices to ensure compliance with this policy.

- Notify the Director of Corporate Services of any Communication Device or plan changes.
- Notify the Director of Corporate Services of any Communication Device re-assignment.
- Employees must:
 - Abide by the terms and conditions of this policy with respect to their use of Communication Devices.
 - Use the Communication Device in accordance with the County’s Security Policy AD 016 and Technology Access by Users Policy AD 012.
 - Immediately report a lost, stolen or damaged Communication Device to their Director.
 - Return any County owned Communication Device including accessories to their Director at the conclusion of their employment.
 - Accept responsibility for the cost of replacing a County owned Communication Device including accessories should it not be returned at the conclusion of the Employees employment with the County.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer