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**Procedure Title:** Cell Phone Policy  
**Policy:** 1200-01  
**Adopted:** November 22, 2011  
**Amended:** August 21, 2018

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## **POLICY STATEMENT:**

The Village of Mannville recognizes the need to have and to provide for cellular phone device use in the workplace.

### **Purpose**

The purpose of this policy is to set guidelines and standards regarding phone devices for Councillors, CAO, Department Managers, Fire Chief and Village of Mannville staff used for Village related work and for personal use.

This Policy supersedes any previous Village of Mannville Cell Phone Policies.

## **1.0 DEFINITIONS**

- 1.1 **"Cell Phone"** shall mean any device capable of accessing, sending or receiving messages, or other information, either verbally, or in written form
- 1.2 **"Chief Administrative Officer"**: shall mean a person appointed to the position by Council.
- 1.3 **"Council"**: shall mean the current elected officials of the Village of Mannville
- 1.4 **"Department Managers"**: shall mean, Superintendent of Public Works, Fire Chief, Golf Course Manager and Golf Course Greens Superintendent.
- 1.5 **"Municipal Use"**: shall mean use related to municipal operations and the official duties of the employee.
- 1.6 **"Personal Use"**: calls which do not relate to the official duties of the Councillor or employee.
- 1.7 **"Staff"**: shall mean any full-time, permanent employee who requires a cell phone to conduct their daily business on behalf of the Village.

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1.8 **“Village”**: shall mean the Village of Mannville.

## 2.0 PROCEDURES

2.1 Councillors and Employees, including managers may supply their own cell phone, with reimbursement up to a specific cost as follows:

- a. The Council and CAO will receive reimbursement of \$50.00 per month for use of their personal cell phones for municipal use.
- b. Administration, Public Works, the Golf Course Manager and Golf Course Greens Superintendent will receive reimbursement of \$50.00 per month for use of their personal cell phones for municipal use.
- c. Seasonal and casual employees are not eligible for cell phone reimbursement.

2.2 Notwithstanding section 2.1:

- a. Emergency Services and the Public Works Department have the option to use Village-owned cell phones with a service plan approved by the CAO

2.3 A proper carrying case is required for any Village owned cell phone to alleviate damages that could be caused by work related duties.

2.4 Councillors, CAO and Department Managers and employees must safeguard the cell phone and if damage occurs to a personal cell phone due to a work-related incident, the Village will replace the phone up to a maximum amount of \$200.

2.5 If damage occurs to a Village owned cell phone, the cost of replacement may be the responsibility of the employee.

2.6 Replacement of personal cell or Village owned phones due to negligence will not be paid for by the Village.

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2.7 On-call employees must keep the phone on 24 hours a day, until their on-call duties are finished.

2.8 The use of cell phones for personal use while working should be minimized, unless those calls are urgent.

**3.0 End of Procedure.**