
Procedure Title: Cell Phone
Policy: 2000-01
Adopted: November 22, 2011
Amended:



POLICY STATEMENT:

To set guidelines and standards regarding wireless communication and cell phone devices for Councillors, CAO, Department Managers, and Village of Mannville staff which includes Mayor and Council, the CAO, the Fire Chief and Deputy Fire Chief, Supervisor of Public Works and Public Works staff, and the Golf Course Manager and Greens Supervisor.

This policy is to provide Council and the staff of the Village of Mannville with options relating to wireless and cell phone devices to be used for Village related work and for personal use.

This Policy supersedes any previous Village of Mannville Cell phone and Administration Policies.

GUIDELINES AND PROCEDURES:

1. Councillors and Employees, including managers may supply their own cell phone, with reimbursement up to a specific cost as follows:
 - a. The Council, CAO, and Department Managers will receive reimbursement of \$50.00 per month for use of their personal cell phones for business use.
 - b. Public Works, Golf Course Manager and Greens Superintendent will receive a reimbursement of \$50.00 per month for use of their personal cell phones for business use.
 - c. Seasonal and casual employees are not eligible for cell phone reimbursement.

2. Notwithstanding section 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.
 - b. A proper carrying case is required for the cell phone to alleviate damages that could be caused by work related duties.
 - c. 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 \$100.
 - d. If damage occurs to a Village-owned cell phone, the cost of replacement may be the responsibility of the employee.

Procedure Title: Cell Phone
Policy: 2000-01
Adopted: November 22, 2011
Amended:



- e. Replacement of personal cell or Town-owned phones due to negligence of a Councillor, CAO, Department Manager or employee will not be paid for by the Village.
- f. On-call employees must keep the phone on 24 hours a day, until their on-call duties are finished.
- g. The use of cell phones for personal use while working should be minimized, unless those calls are urgent.