

Town of High Prairie

Policy Number No. 01 - 2015	Approval Date April 28 th 2015	Resolution Number 286/15
Supersedes N/A	Effective Date April 29 th 2015	Legal Authority
Amendments	Amendment Date	Resolution Number

TITLE:	Cell Phone Use
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Policy Statement:

The Town of High Prairie will implement a policy to offer guidance in the use and application of personal and Town of High Prairie owned cell phones.

1) Authorization

The issuance of a Town of High Prairie cell phone must be approved by the CAO or designate. The use of a Town of High Prairie cell phone is considered a privilege and may be revoked.

A cell phone will be assigned by need, and not every employee will have a cell phone assigned to them. Each case for a cell phone will be reviewed individually. The business requirements (on-call phones), safety issues, and appropriateness will all be taken into consideration when evaluating the need for a new cell phone.

2) Use

Business Use

Any cell phone owned and issued by the Town of High Prairie shall have its primary function and business related issues.

Personal Use

This policy acknowledges that from time to time, the Town of High Prairie cell phones, may be used for personal calls. As long as this use of the phone is incidental to its primary business use, personal calls are allowed.

If a situation occurs that warrants personal use of a Town of High Prairie owned cell phone, beyond an incidental nature, the individual shall reimburse the Town as appropriate.

Personal calls on privately owned cell phones, or cell phones owned and issued by the Town of High Prairie, may only be taken during designated work breaks (lunch time or

coffee breaks) and may not be taken at any time when it may disrupt the employee's assigned task, or when it may compromise the safety of the employee, other employees, or the general public.

Typically, the Town of High Prairie phones, may not be used for personal use, long distance calls or free services. However, in an emergency situation, the expense for any such use shall be reimbursed to the town as soon as possible. When practical, the employee must seek the approval from their supervisor.

Meetings

Any individual using a Town of High Prairie cell phone shall use good judgment in how and where the phone is used. Cell phones taken into meetings shall be turned off or to vibrate. If a call is taken during a meeting, every effort should be made not to disrupt the meeting. Unless a call is specifically related to the topic of discussion, talking on the phone in a meeting is strongly discouraged.

Safety

Cell phones may only be used when safe to do so and in accordance with any existing legislation regarding their use.

Use of Personally Owned Cell Phones

Employees not designated to carry a cell phone for work purposes shall only use a personal cell phone contingent upon permission from his or her supervisor, or during regular scheduled breaks (lunch break and coffee breaks). Permission would be granted for special circumstances based upon personal need.

3) Other

The nature of the technology required to support the wireless cell phone is rapidly evolving. Cell phones may have additional features such as cameras, text messaging, internet access etc. The intent of this policy is to apply the principles enumerated herein to and such add-on or accessory feature.

4) Cell Phone Use While Driving

Town of High Prairie requires that all staff comply with the applicable laws regarding mobile communication devices. Where operational needs require employees to be responsive to calls while in transit, employees shall pull over and stop the vehicle safely before placing, returning, or answering calls or messages. No attempt at talking, writing, texting or other activities should be undertaken while in transit (either in personal or Town owned vehicles or equipment) that would distract the driver.

Legislation excludes Fire Fighters while performing their duties.

Chief Administrative Officer