

MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION EMPLOYEE BENEFITS	SUBJECT CELL PHONES

1. APPLICATION

1.1. This policy applies to permanent employees of the Municipality.

2. PURPOSE

2.1. The Municipality of the District of Barrington (MODB) recognizes that cell phones and are used more frequently by employees. Mobile phones, personal digital assistants, and other electronic innovations have given employers increased access to their employees, making those individuals more available and connected to their jobs. The business world understands that technologies have improved customer service and elevated employee efficiencies. However, these tools have also increased distractions and the potential exposure to corporate liability for employee acts.

2.2. As a general rule, cell phones should not be selected as an alternative to other means of communication- e.g. land-lines – when such alternatives would provide adequate but less costly service to the Municipality.

2.3. Access to a cell phone enables incoming e-mail at any time of the day. While this may be convenient, it also encourages distraction both at work and after hours. Staff is encouraged to deal with incoming e-mails at set times during work hours to promote efficient e-mail management and work-life balance.

3. DEFINITIONS

3.1. For the purpose of this policy, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, browses the internet or downloads and allows for the reading of and responding to e-mails, whether the device is municipally supplied or personally owned.

4. POLICY STATEMENT

4.1. Eligibility

a) Employees eligible for a cell phone or cell phone allowance include directors and full-time employees whose job duties regularly require them to: utilize their cell phone as part of the municipal VoIP system, work out of the office on municipal business while required to communicate with the office, to regularly work alone outside the office or the responsibilities of the employee are such that they may be contacted on a regular basis outside of normal working hours. (The Chief Administrative Officer shall give final approval on all cell phones or cell phone allowances.)

b) Subsequent to section 4.4.1.a, an employee shall be provided with a cell phone. The following positions will be eligible to obtain cell phone due to the responsibilities of

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the position and the eligibility requirements listed above:

- Chief Administrative Officer
- Director of Finance
- Director of Property Services
- Director of Marketing and Tourism Development
- Director of Recreation
- Fire Services/EMO Coordinator
- Physical Activity Coordinator
- Property Services Technicians
- Arena Operations Manager
- Arena and Property Services Administrative Assistant
- Building Inspector/Development Officer
- Landfill Technician
- Senior Services Coordinator

4.2. Municipally Owned Cell Phones

- a) The Municipality shall purchase a cell phone for the eligible employees and will pay the regular monthly plan rates.
- b) Invoices in excess of the regular monthly plan rates will be considered personal use and shall be invoiced to the eligible employee. A nominal excess amount (i.e. less than \$5) shall not be billed, at the discretion of the Director of Finance. Subsequent decreases in cost shall not come as offsetting to the employee.

4.3. Personal Cell Phones

- a) The use of personal cell phones is permitted. Upon approval from the Chief Administrative Officer, the Municipality shall reimburse employees for the use of a personal cell phone based on the lower of the actual average monthly plan cost and or \$50.
- b) The maximum monthly reimbursement for the CAO's cell phone shall be \$75 due to the added requirement to work after hours.
- c) The reimbursement rates shall be inclusive of HST.

4.4. Exceptions

- a) Exceptions to sections 4.2 and 4.3 will be made upon recommended action of the director and/or CAO where an eligible user has an additional work-related cost (i.e. municipal conference, emergency call after hours or during vacation)

4.5. Out of Province or International Travel

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- a) Most positions do not require an employee to take their municipally owned cell phone out of Province or on international travel. If this is required, approval from their direct supervisor is required.
- b) In the event an employee must travel out of province or internationally with a municipally owned phone, it is the responsibility of the employee to ensure a sufficient travelling package has been added to their plan for the entirety of their vacation.
- c) The Director of Finance is responsible for administering the cell phone rate plans, therefore they must be contacted prior to the vacation to make the appropriate arrangements.
- d) The Municipality of Barrington will not reimburse employees for any and all personal calls made or received during out of province or international travel unless it is otherwise necessary to complete an emergency work related task and is subsequently approved by the CAO.

5. GENERAL GUIDELINES

5.1. Use of Cell Phones

- a) Communication of a personal nature is unavoidable but should be managed. If there are any incremental costs incurred by the municipality caused by excessive nonbusiness related use, that cost will be the responsibility of the employee. The Chief Administrative Officer reserves the right to deny access to a municipal cell phone if personal use is considered to be excessive or disruptive to municipal business.
- b) Using a cell phone while driving is dangerous. Employees must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating motor vehicles. Municipal Employees are required to exercise due diligence while operating motor vehicles on company business. As a result, employees are not permitted to use a hand-held cell phone to talk, text, e-mail or browse the internet while operating a motor vehicle. Any cell phone use while operating a motor vehicle will require the use of a hands-free device (i.e. Bluetooth).

5.2. Safety and Security

- a) The employee shall ensure that the municipal cell phone is protected all the times with the help of a password.

5.3. Cell Phone Replacement Due to Damage

- a) It is the employee's responsibility to protect a municipal cell phone from any kind of damage with the use of a protective case.

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- b) Municipal cell phones which are damaged, lost or stolen must be reported immediately to the employee’s supervisor.
- c) Any cell phone that has been damaged from misuse or neglect in the judgment of the supervisor will be repaired by the Municipality, with the cost charged to the employee. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the cell phone exceeds the cost of purchasing a new device, the lesser cost option will be chosen, at the employee’s expense. If the cell phone is stolen or lost, the employee shall pay the full replacement cost, if any.
- d) In all other cases where damage is accidental or regular wear and tear, the Municipality shall be responsible to repair and pay for the repair.

5.4. Cell Phone Replacement

- a) Cell phones will usually be replaced at the end of their contract.
- b) The make and model of the replacement cell phone will be at the discretion of the Director of Finance and will be based on cost effectiveness, availability and compatibility with.
- c) Any request to replace a cell phone prior to the end of a contract shall also be considered by the Chief Administrative Officer with a replacement approved if the device has had numerous and ongoing repair issues, if the upgrade is financially advantageous to the Municipality or if the new technology will significantly improve performance or efficiency.

5.5. Privacy and Access

- a) A detailed statement for each municipally supplied cell phone is received monthly from the service provider and is reviewed by the Director of Finance. As the phone is municipal property, that information will be known to the Chief Administrative Officer, the Director of Finance and potentially other employees with authority to deal with the phone provider.

5.6. Transitional Process

- a) Any staff member as of October 2019 that is using a municipal cell phone (or reimbursed for personal use) shall continue their existing arrangement until the end of the contract.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

Warden _____
Date

Chief Administrative Officer _____
Date

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Approved Policy of Council	CAO	Council	