

## Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2020
Originated By:	Kimberley Kuntz
Title:	Cell Phone Policy
File:	0117

### BACKGROUND

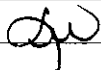
During the Regular Council Meeting on August 13, 2019 Council requested that changes be made to the Cell Phone Policy.

### ATTACHMENTS

Cell Phone Policy, #1100-26

### RECOMMENDED ACTION:

For Council to review amended Policy #1100-26 and provide feedback.

Initials show support- Reviewed by:	Manager:	C.A.O. 
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VILLAGE OF HINES CREEK

POLICIES AND PROCEDURES MANUAL

PERSONNEL

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TITLE: Cell Phone Policy

POLICY NUMBER: 1100-26

EFFECTIVE DATE:

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POLICY STATEMENT:

The Village of Hines Creek recognizes that the day to day operation of the Village requires mobile voice and data communication for certain employees to most effectively carry out the duties of their job. Recognizing that differences exist between staff on the level of reliance on mobile communications this policy is crafted for flexibility and administrative ease.

PROCEDURE:

VILLAGE PROVIDED PHONE VERSUS ALLOWANCE. Council and the CAO are to make a determination of who gets a cell phone or allowance. Evaluation should be based on the following criteria:

- **Emergency Call Back** – job function requires continuous accessibility for critical Village services
- **Public Safety Operation** – job function requires support for public safety and requires employee to routinely use a mobile phone or be accessible
- **Mobile Work Environment** – job function routinely requires extended time away from a normal work location and it is essential to the Village that the employee be accessible during these times
- **Access to E-Mail/Data** – job function requires access to e-mail or other data outside of the office or beyond normal working hours
- **Department Management** – job function oversees a department or number of employees and often needs to maintain contact with employees outside of normal work hours

VILLAGE PROVIDED CELL PHONE: The Village will provide a cell phone to those employees needing one to carry out regular job duties, as approved by their department head. The type of phone and plan will be determined with CAO approval.

Employees are responsible for the safeguarding of the phone to prevent unauthorized access and for its physical safekeeping. Password/device lockout must be set to protect any corporate data that may be

VILLAGE OF HINES CREEK

POLICY MANUAL

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present on the device. Cell phone cases are required to protect Village owned phones and will be supplied by the Village.

The Village will provide one replacement phone per employee at Village cost per cell phone contract cycle. Beyond that employees will have to cover the cost of any additional phones, unless it can be demonstrated how normal job duties caused the phone to malfunction.

It is expected that employees may make personal calls on a Village provided cell phones. This will be allowed as long as it does not add any extra cost to the cell phone bill.

CELL PHONE ALLOWANCES: The mobile phone allowance is designed to offset the cost to the employee for using his/her personal device for Village business. Allowances are as follows:

- Employee who makes occasional use of personal cell phone: \$20/month
- Employee who requires use of a data plan on personal cell phone: \$50/month

The Village accepts no responsibility for an employee owned cell phone. Employees are responsible for all charges incurred and can choose any phone or plan they want. Employees accepting a mobile phone allowance are required to provide their cell phone number to the CAO and to notify the CAO of any changes to their number. An employee receiving a mobile phone allowance must maintain an active phone contract as long as the allowance is in place.

PURCHASING/DEFINITIONS/RESPONSIBILITIES/METHODS/

END OF POLICY

APPROVED

AMENDED