

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>CELL PHONE USE</u> <u>POLICY</u>	NEW: February 2009 REVISED: October 2009
Resolution No. 300 (consent) 10/09	Supercedes Resol'n No. 17 (Consent) 01/09
Policy Number 3.25	PAGE 1 of 2

1. PURPOSE

The purpose of this policy is to offer guidance in the use and application of personal and Town of Fort Frances owned mobile phones.

2. AUTHORIZATION

The issuance of a Town of Fort Frances owned mobile phone must be approved by a Division Manager or the CAO. The use of a Town of Fort Frances owned mobile phone is considered a privilege and may be revoked.

Mobile phones will be assigned by need and not every employee will have a mobile phone assigned to them. Each case for a mobile phone will be reviewed individually and the business requirements, safety issues and appropriateness will all be taken into consideration when evaluating the need for a new phone.

Issuance of a mobile phone will be coordinated through the Manager of Information Technology when written (email acceptable) authorization has been provided.

3. USE

Business Use

Any mobile phone owned and issued by the Town of Fort Frances shall have as its primary function, business related uses.

Personal Use

This policy acknowledges that from time to time, a Town of Fort Frances issued mobile phone 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 Fort Frances owned mobile phone beyond an incidental nature, the individual shall reimburse the Town, as appropriate.

Personal calls during designated work hours may not be taken at any time when it may disrupt the employee's assigned task / work and / or may compromise the safety of the employee, other employees, or the general public.

Typically, Town of Fort Frances phones may not be used for personal long distance or fee 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 approval from their supervisor.

Meetings

Any individual using a Town of Fort Frances mobile phone shall use good judgment in how and where the phone is used. 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

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

Use of Personal 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 / her supervisor. This permission would be granted for special circumstances based upon personal need.

4. PHONE RECORDS

Every individual Town of Fort Frances owned mobile phone user is responsible for checking the accuracy of their bill before it is processed for payment. Discrepancies in billing data shall be resolved in a timely manner. If a Town of Fort Frances mobile phone is used for personal long distance or fee services, the Town of Fort Frances must be notified and the Town reimbursed.

In situations where cell phone usage exceeds the minutes provided by the cell phone plan a detailed call listing may be requested from the service provider. If it is determined that personal use has resulted a billing for additional minutes the user will be expected to reimburse the Town of Fort Frances for the additional costs. If it is determined that the additional minutes were for business use only then consideration should be given to changing to a plan with more minutes.

5. OTHER

The nature of the technology required to support the wireless mobile telephone is rapidly evolving. 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 any such add – on or accessory feature.

6. CELL PHONE AND BLACKBERRY USE WHILE DRIVING

TOFF requires that all staff comply with applicable laws regarding mobile communications 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 Corporation owned vehicles and equipment) that would distract the driver.

Legislation excludes Firefighters while performing their duties.