



Cellular Use Policy

1. Purpose

The purpose of this policy is to define responsibilities, procedures and compensation in relation to cellular devices in the workplace in order to maintain a safe work environment and cost-effective methods regarding cellphone usage.

2. Policy Scope

This Policy applies to all Township of Southgate employees and Council members.

3. Definitions

- a. "Cellular Device" – a personal cellular device including all smartphones (iPhone, BlackBerry, Android), cellphones and tablets with cellular data.
- b. "Township" – Township of Southgate.

4. Safe Use of Cellular Devices During Working Hours

The use of cell phones for voice calls, emails, texting and web searching can be a useful tool in the workplace, however it can also be a distraction that could cause significant risk in the work environment if not used properly. These guidelines are to be followed:

- a. Employees must only use a cellular device in the workplace when it is safe to do so, regardless of whether it is for work or personal use.
- b. Devices should never be used when other workers or members of the public are relying on you to perform a specific task. Interruptions caused by the use of cellular devices during daily or special work routines can be unsafe.
- c. Use must never occur at any time when you are required to maintain a safe work environment (either visually or physically) or while assisting other employees or members of the public.
- d. Use should be in isolation of other co-workers or members of the public when at all possible.
- e. Cellular Use is strictly prohibited while operating vehicles or equipment of any kind. If you must answer a call or review texts, emails, etc. you must pull over to the side of the road or equipment where it is safe to do so, place the vehicle or equipment in park and engage the hazard lights prior to accessing your device.
- f. Answering calls through the use of a Bluetooth device is permitted.

5. Personal Use at Work

- a. While at work, employees are expected to use discretion in using cell phones for personal use.
- b. Excessive personal calls during the day, regardless of phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas.
- c. Employees should ensure that their friends and family are aware of this policy.



6. Township Owned Cellphones

- a. Elected Officials are provided Township cellphones as part of Policy #21 Council Member Compensation, Expenses & Meeting Claims Guidance & Approval.
- b. Staff may be provided a Township cellphone, depending on Manager recommendation and needs analysis.
- c. If Township cellphones are consistently used for personal use, the employee will have a deduction of \$9.25 per pay deducted from each biweekly paycheck to reimburse the Township towards the cost of using the cellphone. Schedule B must be completed to agree to the deduction.

7. Use of Personal Devices for Township Purposes

There are times and circumstances when staff may need to use their personal cellphone for Township use.

- a. When personal devices are used for Township business, the device may be subject to Freedom of Information (FOI) requests.
- b. When personal devices are consistently used for Township business, users must agree to this policy and sign "Personal Device Use" (Schedule A).
- c. When personal devices are consistently used for Township business, users will be provided an allowance of \$20 per month towards the cost of using the phone. In special circumstances other amounts may be approved.
- d. For cell phone allowances, employees will put the amount in the "Expense" section of their timesheet on the first pay period of each month for the previous month's allowance (Example first pay period of March for February allowance).
- e. Allowance amounts must be approved by Department Heads.
- f. Southgate Township is not liable for the loss of personal cell phones brought into the workplace.

8. Use of Township Cellular Devices Outside of Canada

There are times when senior staff and council members travel in the USA and other countries and sometimes require the use of Township cellphones. These guidelines are to be followed:

- a. It is recommended that cell phones and smartphone are left behind in Canada while on vacation.
- b. Use of corporate phones and smartphones in all other countries requires pre-approval by the Department Head, CAO or the Mayor, or this expense will be charged to the individual.
- c. When senior staff and council members must travel outside Canada with their mobile device, they must notify the CAO so that the proper data roaming package can be added.
- d. When senior staff and council members must travel outside Canada with their mobile device the Township will ask for reimbursement of unreasonable and unnecessary personal roaming/texting charges.



9. Related Policies

The following policies must be taken into consideration and followed when using cellular devices.

- a. Policy #10 Employee Code of Conduct
- b. Policy #19 Progressive Discipline Policy
- c. Policy #21 Council Member Compensation, Expenses & Meeting Claims Guidance & Approval.
- d. Policy #83 Information Technology (IT) & Mobile Devices.

10. Policy Review Cycle

This policy will be reviewed at minimum every three (3) years and updated if required.



Schedule A

Employee Acknowledgement of Policy #38:

I _____, have read and acknowledge this attached Policy #38 as an important part of my responsibilities as a Southgate employee. I will ensure to do my part to maintain a safe working environment for myself and my co-workers on a daily basis. I will only use communications devices when it is safe and appropriate to do so.

Signature

Print name

Dated



Schedule B

Authorization for Personal Cell Phone Deduction

I, _____ agree to the \$9.25 deduction on each biweekly
Printed Name
paycheque for the purpose of reimbursement to the Township for personal use of a Township cell phone. This deduction will continue until formally requested to terminate due to changing to no personal usage.

Signature of Employee

Date Signed