

Policy Title: Personal Cell Phone Usage	Policy #: PP-2020-01
Authority Approval: Mayor & CAO	Resolution #: 239-2020-09-28
Department: Human Resources / Personnel	Effective Date: September 28, 2020
Distribution:	
<input type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input type="checkbox"/> Administration	<input type="checkbox"/> Library
<input type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation & Parks

The Town of Beaverlodge has developed a cell phone usage policy to offer guidance to all employees regarding the use of cell phones, both personal and company mandated, while on duty. The Town of Beaverlodge defines a cell phone as any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet, or downloads and allows for the reading of and responding to emails. While the Town of Beaverlodge recognizes that cell phones (especially smart phones and other smart devices) have become an integral part of everyday life, the Town is also aware of the problems that can arise when cell phones are imprudently or excessively used.

The purpose and goal of this policy is to help the Town and its employees get the most out of the advantages that cellphones offer the municipality, while minimizing distractions, accidents, and frustrations caused by improper cell phone usage. Improper cell phone use, as stated by the Town of Beaverlodge, includes distraction from work, disrupting colleagues, misuse of Town internet or Town issued cell phones, use in areas where cell phones are prohibited, use during activities where cell phones are prohibited (i.e., driving), playing games during work hours, and photographing or recording confidential information.


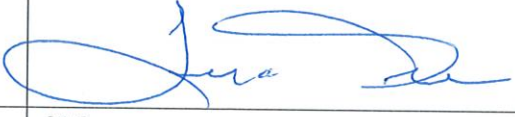
Employees may be allowed or encouraged to use their cell phone to make business calls, use productivity apps (i.e., calculator), check important messages, make important phone calls, and on their breaks.

The Town of Beaverlodge retains the right to monitor employees for excessive or inappropriate use of cell phones. If usage begins to interfere with work operations or causes a decline in productivity the Town of Beaverlodge reserves the right to ban cell phone usage. Employees may face disciplinary action up to and including termination if improper cell phone usage continues, if a security breach occurs, if confidentiality is violated, or if an accident is caused.

The management of the Town of Beaverlodge is committed to the promotion and maintenance of responsible cell phone usage that benefits the productivity and ensures the safety of its employees. Management is committed to complying with all applicable legislation including the Alberta Occupational Health and Safety legislation, regulation, and codes.

Managers, supervisors, and workers are responsible and accountable for complying with the municipality's cell phone usage policy and reporting when others are not. Managers, supervisors, and workers are to bring forward concerns and suggestions, whenever possible, that may improve the functionality of this policy. Complete and active participation by everyone, everyday, in every job, is necessary in order to meet the standard the municipality expects.

Volunteers, prime contractors, contractors, and subcontractors working for the municipality and visitors are to comply with all applicable legislation as well as comply with the municipal's cell phone usage policy and report improper usage to their direct report.

Reviewed/Amended	Date: <u>Sept 28/20</u>
	
Mayor	CAO