



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

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COUNCIL AND EMPLOYEE CELLULAR PHONE DISTRIBUTION POLICY

Purpose

The purpose of the policy on Council and Employee cellular phone distribution is to clarify and expand on the protocol and procedures of cellular phones provided to Council and Employees by the Rural Municipality of St. Andrews, being as they are pertinent to the role and responsibility of specific members. In addition, the purpose of this policy is to outline and set a guideline for the transfer of cellular phones during a change in elected Council or a change in Employee status.

Definitions

Cellular Phones: refers to 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 email.

Policy

- 1) The Municipality shall be authorized to provide cell phones to each Council Member, as well as any Employee of the Municipality who requires a cellular phone due to their workplace responsibilities and duties, as deemed by the Department Head.
- 2) Cellular phones will be purchased by the Municipality and as such, are considered property of the Municipality and will be used for business purposes only.
- 3) In order to protect and retain restricted information, confidentiality and the best interests of the Municipality, cellular phones will not be bought out by Council Members upon their resignation or leave of office.
- 4) Administration will provide Council Members and Employees with a replacement cellular phone in the circumstance that their cellular phone becomes unusable, broken, lost, stolen, or water damaged.

- 5) If a replacement cellular phone is required, the new cellular phone purchased will be the same model as the previous, unless this model is no longer available or in existence.
- 6) In the event a cellular phone must change hands from one Council member or Employee to another the cellular phone will:
 - a. first be wiped of all previous data and information that is not integral to the new owner;
 - b. be assigned a new telephone number, if the old owner's responsibility and position does not correspond with the new owners.

Procedures

- 1) Upon Council's inauguration to office Administration will distribute cellular phones to all new Council Members. Any cell phone that is being used by an existing Council Member will be retained by the said Council Member. In turn, any cell phone that is being used by a defeated incumbent will be handed over to the Chief Administrative Officer.
- 2) Employees will receive a cell phone at the discretion of the Chief Administrative Officer, who will determine if a cell phone is required for the said position. In turn, any cell phone under the care of an Employee will be handed over to the Chief Administrative Officer upon resignation, termination, leave of absence, long term disability, or, in the circumstance that the C.A.O. has reason to believe the cell phone is no longer essential or being used for the said position.