



# CULTUS LAKE PARK

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## Administrative Policy

Section:		
Sub-Section:		
<b>Title:</b>	<b>MOBILE PHONE POLICY (Corporate Cellular Phones)</b>	

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### APPROVALS

<b>Approval Date: 05.08.2013</b>	<b>Approved by: CAO Campbell</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>

## **PURPOSE AND STATEMENT OF POLICY**

Cultus Lake Park recognizes that mobile and cellular phones are required for certain positions and are beneficial to those employees in accomplishing their duties and responsibilities. Corporate mobile phones will be assigned to designated positions for work-related purposes in accordance with the following procedure.

## **DEFINITIONS**

The term “mobile phone” refers to hand-held devices that include but may not be limited to cellular phones, Smartphones, iPhones, Personal Digital Assistant (PDA), and Pocket PC’s, due to the continual change in technology and terminology referring to such devices.

Personal use of corporately-issued phones exceeding thirty (30) minutes per month shall be deemed as “excessive.”

## **PROCEDURE**

Assignment of corporate mobile phones to designated employees requires the form included in this policy to be completed by the employee and approved by the CAO.

All assigned corporate mobile phones will be set up by the Department Manager and all assigned corporate phones will have the same password to unlock and to log into voicemail. Any maintenance or upgrade requirements will be coordinated through the Department Manager, and the maintenance or upgrade will be undertaken by the Cultus Lake Park mobile phone supplier.

The corporate mobile phone is to be used primarily for work purposes and conversations are to be as brief as possible. The assigned corporate mobile phone may be used occasionally for personal use for brief periods of time during working hours, to be conducted only during authorized coffee and lunch breaks. Corporate mobile phone misuse for personal purposes could result in loss of the privilege of having an assigned mobile phone. If the personal use of the corporate mobile phone is excessive, the employee will be required to pay for the time the corporate mobile phone was used for personal purposes. Department Managers and non-Union staff usage will be as outlined in their employment respective contracts.

The Manager of Financial Services will monitor monthly corporate mobile phone usage; excessive use will be reported to the CAO and to the Department Manager.

If an assigned corporate mobile phone gets damaged, lost, or stolen, Cultus Lake Park will replace the phone on one occasion only. If the designated employee damages, loses or has the assigned corporate mobile phone stolen again, it will be the employee's responsibility to replace the mobile phone with an identical phone, or one of equal value if the same is not available. Each incident will be considered based on the relevant circumstances.

Texting and talking, unless hands-free, is prohibited while driving a company vehicle.