

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## ADM-1 Cellular Phones Policy

Department: Administration

### POLICY OBJECTIVE:

The County of St. Paul desires to establish standards to govern the purchase, usage, maintenance, administration, and invoicing of cellular communication devices and to ensure that proper equipment is allocated in a fiscally responsible manner.

### POLICY STATEMENTS:

#### 1.0 Employee Eligibility

- 1.1 Senior management and management staff have job duties that require the frequent need for a cell phone. At the Chief Administrative Officer's discretion, senior managers and managers may be provided with a County-owned cell phone and the County shall pay the required invoices.
- 1.2 Senior managers and managers may elect to carry a personal cell phone. Those carrying personal phones will receive a monthly phone allowance.
- 1.3 Non-supervisory employees that require a frequent need for a cell phone are required to own and use a personal cell phone and receive a bi-weekly or monthly allowance unless the Chief Administrative Officer or their designee authorizes the provision of a County-owned cell phone.

#### 2.0 Elected Official Eligibility

- 2.1 The Reeve shall be provided with a County-owned cell phone and the County shall pay the required invoices.
- 2.2 All other elected officials will receive a standard cell phone allowance.

#### 3.0 Cell Phone Allowance

- 3.1 The standard bi-weekly cell phone allowance shall be \$20.00. The standard monthly cell phone allowance amount shall be \$40.00. However, the Chief Administrative Officer may provide a monthly allowance of \$60.00 to an employee

whose job duties necessitate the need for a greater number of plan minutes and/or data capacity. No further reimbursement for cell phone costs is available to employees who receive a cell phone allowance.

- 3.2 The approved cell phone allowance will be paid monthly or bi-monthly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for salary increases, promotions, or any other related compensation.

#### **4.0 Employee Responsibilities**

- 4.1 Seniors managers and managers receiving a County-owned phone will be obligated to enter into a cell phone contract with a provider of the County's choosing.
- 4.2 Employees and elected officials receiving a cell phone allowance must retain an active cell phone contract as long as the cell phone allowance is in place. Employees and elected officials may choose the cellular service provider and plan design of their choice.
- 4.3 Use of the phone in any manner contrary to provincial or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance or the revoking of a County-owned cell phone.
- 4.4 Employees who are required to answer their cell phone while operating equipment or driving shall use Bluetooth Wireless Technology.
- 4.5 Employees who are deemed eligible to carry a County-owned cell phone or receive a cell phone allowance shall be available on-call as required. If management is unable to regularly contact an eligible employee who is expected to be available, this may result in the discontinuation of the cell phone allowance or revoking of the County-owned cell phone.
- 4.6 Eligible employees and elected officials shall be required to sign a user agreement contract with the County.

#### **5.0 Damages**

- 5.1 The cost of repairing or replacing a damaged County-owned cell phone will be the responsibility of the County when the damage occurs during work hours. Any damage should be reported to the employee's immediate supervisor prior to the end of the employee's shift.

Council Approval: March 30, 2011  
Council Amended: March 10, 2015  
Council Amended: October 10, 2017