



CITY OF CORNER BROOK

Policy Statement

Policy Title	<i>Cell Phone Policy</i>	Index:	Communication
Section:	<i>Internal</i>	Policy Number:	<i>12-03-03</i>
Authority	<i>Council</i>	Adopted Date:	<i>October 7, 2024</i>
Effective Date:	<i>October 7, 2024</i>	Revision Date:	

1. POLICY STATEMENT

The City of Corner Brook recognizes the essential role of mobile communication in facilitating efficient work-related activities for its employees.

2. PURPOSE

This policy establishes the guidelines for eligibility and appropriate use of personal devices to conduct work related activities, applicable cell phone allowances and the guidelines for use of a city owned device. This policy will ensure fair and reasonable distribution of City owned devices and reimbursement for work-related communication expenses where applicable that are in-line with best practices and fiscal responsibility.

3. DEFINITIONS (Optional)

Work related communication – any regular use of a mobile device for the purposes of carrying out work-related duties such as email, phone calls, messaging and/or data use and does not include general use for reporting or contact with your employer and/or supervisor.

4. PROCEDURE

Eligibility

Full time employees who currently have a City cell phone may choose to continue with this or may avail of the cell phone allowance with the use of your personal device.

Current employees or new employees who become eligible may avail of the cellphone allowance or City owned cellphone. The application of the allowance will be prospectively applied upon approval by Director of Finance and Admin and City Manager.

Part time employees may be considered for a cell phone allowance for the period of employment based on the work responsibilities.

Eligibility for a cell phone allowance or use of a City issued device will be determined by department heads or supervisors based on the nature of the employee's responsibilities and the necessity for cell phone use to conduct work responsibilities.

Any request for either the use of personal device and allowance or the use of a city owned device shall be made by the employee to their immediate supervisor. Upon approval by the supervisor the request will be reviewed by the department Director in collaboration with the Director of Finance and Admin. The applicable department is required to have the budget available to accommodate the approval of a city owned device or the allowance.

Allowance

The cellphone allowance will be managed by the Director of Finance and Admin and City Manager. Due consideration will be given to input from the departmental heads regarding the specific employees' job responsibilities.

The allowance amount will be reviewed periodically to ensure it remains fair and reasonable, taking into consideration changes in technology and market rates.

The allowance will be a flat rate intended to cover eligible monthly service charges for voice or voice and data plans necessary for work-related communication. The allowance will be paid out by as a taxable benefit on the employee's payroll on their regular pay schedule.

Costs

Device cost – In order to avail of the cell phone allowance, the employee is responsible for providing the phone at the employee's cost. If the employee is not able to provide a personal device, they are required to avail of the City owned device which does not include any allowance.

Costs associated with necessary expenses on the employee's mobile device may be eligible for reimbursement pending previous approval from the applicable Director and/or immediate supervisor.

City Owned Device

If an employee elects to receive a City owned device, they must follow the request procedure outlined above. If approved, they will be given a device in the make and model deemed appropriate by the City and based off what is available and cost efficient. A City owned device that is damaged during the normal course of work-related duties will be replaced by the City. Damage or loss to the device outside of work-related duties will be replaced by the employee.

An employee who receives a device issued by the City is not eligible for any allowance.

Usage

Cell phone usage for work related purposes, whether it is the employee's personal device, or a City owned device must be conducted in accordance with any applicable cell phone usage, social media, media, respectful workplace and code of conduct policies. Staff who have been in violation of any of City policies or regulations regarding cellphone usage will first receive a written warning. Further transgressions will result in disciplinary action.

ATIPP Requirements

Employees who are using their personal device for work related purposes are to be aware that any and all work-related records contained on their phone are in the care and control of the City of Corner Brook and are subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). It is recommended that employees transition any work-related records from their personal device to City storage for proper records management. Employees who are utilizing a city issued device are to be aware that all records contained on the device are in the care and control of the City and are therefore subject to ATIPPA. Upon the request of the ATIPP Coordinator, in accordance with any access to information requests received, the employee shall search their device for any necessary records as outlined by the ATIPP Co-Ordinator and must sign an affidavit confirming that they have done so. City issued devices may be requested by the ATIPP Co-Ordinator to conduct or confirm a search if necessary. Any failure to comply with this obligation and any other provision of the Access to Information and Protection Privacy Act may result in disciplinary action.

Security

Employees who use their personal device for work-related purposes must adhere to all security measures as outlined by the City Manager, City Clerk and/or as referred by the IT department.

Employees receiving a City issued device will have any necessary security measures as outlined by the City Manager, City Clerk and/or as referred by the IT department previously installed on their device and must always keep it installed and functional on their device.

City owned devices will have the necessary asset management security requirements as defined by the IT department.

City owned devices are intended for work related communications. Incidental personal use is acceptable and may be subject to periodic review by the city.

City owned devices are for the exclusive use of the employee of the City of Corner Brook for which the device was assigned to and are thus forbidden from giving another employee the device for use. It is the responsibility of the employee to take due care of this device. The City will recover from the employee for any expenses incurred that are not work-related.

Damage or Loss

An employee shall hold the City harmless for any damage or loss caused to the employee's cellphone during the normal course of work. The employee may submit a written request for partial reimbursement for any damage or loss, of which the City Manager and Director of Finance and Admin will give due consideration.

Date of Council Decision	Report / Bylaw	Description

9. REVIEW(S) (Mandatory)

Date of Policy Owner's Review	Description

10. Reference: Minute 24-146

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

[Redacted]

Mayor

[Redacted]

City Clerk

[Redacted]

