

# COUNCIL POLICIES AND PROCEDURES

## SECTION - H

### MISCELLANEOUS

**SUBJECT:** Telephone Usage Policy Number H-17

**APPROVAL DATE:** October 11, 2006

**PREAMBLE:** This policy is intended to provide guidelines for the proper use of mobile/cellular, pagers and desk telephones. Mobile/cellular, pagers and desk telephones are provided to councillors and employees as business needs indicate.

Municipal issued cellular telephones, pagers, and desk telephones are intended for official business use. Councillors and employees must reimburse the Municipality for any costs associated with personal use of municipal issued telephones.

**DEFINITIONS:** **Mobile/Cellular Telephone:** All mobile and cellular communications devices (digital or analog) owned by the Municipality of the District of Guysborough.

**Pool:** A mobile or cellular telephone that is not assigned to a specific individual or department and is used by councillors or employees of the Municipality on an as needed basis.

**Official Use:** Municipal business, which relates to the official duties of the employee.

**Personal Use:** Any telephone call that does not relate to the official duties of the councillor or employee.

**Billing Rate:** The mobile/cellular telephone rate determined by the Municipality's current mobile/cellular telephone contract. The contract does not necessarily include long distance, roaming or directory assistance charges.

**FOIPOP:** Freedom of Information and Protection of Privacy Act.

## **TERMS:**

### **Employees:**

Councillors and employees have the responsibility to use all Municipal equipment, or Municipal leased equipment, with prudence and reasonable care. Councillors and employees may be requested to review the invoices for the mobile/cellular phone assigned to them and be prepared to verify the calls listed on the invoice. Use of mobile/cellular telephone equipment shall be primarily for official Municipal business or incidental to municipal business.

### **Directors:**

Directors may be requested to review mobile/cellular telephone invoices to insure that telephones are used appropriately and the Municipality is being reimbursed for calls that cannot be identified as official use. The Directors or designee will verify with the employee assigned the mobile/cellular phone, any costs that cannot be identified as official use, to ensure that the calls on the invoice are justified. Any misuse of mobile/cellular telephones assigned to their department should be addressed immediately upon discovery. Only the CAO, Directors and Co-ordinator of Information and Fire Services can approve the purchase, exchange or upgrade of cellular phone purchases.

## **CELLULAR TELEPHONE ASSIGNMENT & USE:**

Cellular telephones and pagers shall be issued only to those councillors and employees with a demonstrated need for these types of communication. Cellular telephones and pagers shall be requested only by authorized personnel within Departments. Councillors and employees who use a Municipal issued cellular telephone agree to the following rules of use:

- 1) Councillors and employees must reimburse the Municipality for any costs associated with personal use. Personal use with associated charges must be reported to supervisors. Reimbursements shall be made within 30 days of receipt of invoice by the department. Councillors and employees will be entitled to contact their homes/residences up to twice per day when at work and/or travelling on behalf of the Municipality.
- 2) Employees must safeguard any cellular telephone and pager equipment in their Possession.
- 3) The loss of any cellular telephone or pager equipment shall be reported to the employee's supervisor immediately. If theft is suspected, the police should also be notified immediately.
- 4) Councillors and employees shall exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing a speakerphone option or headset, employees should stop their vehicle as soon as safely possible, to use cellular phones.

- 5) When an employee no longer has a demonstrated need for the cellular telephone or pager, or when the employee terminates employment with the municipality, that employee shall return any cellular telephone and pager equipment back to the Municipality.
- 6) Whenever possible, a councillor or employee shall use land/desktop phones for all calls.
- 7) Repeated non-compliance with this policy, costs, etc. shall result in progressive discipline and may result in loss of cellular and/or paging equipment.

**FOIPOP ACT:**

Councillors and employees are advised that records related to calls made on Municipal owned mobile/cellular telephones are public information. Information related to telephone numbers called, length of call, and time and date of call ordinarily may be obtained through the FOIPOP Act.

Councillors and employees are advised, and should be aware of the fact that mobile/cellular telephone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cellular phone conversations without the consent of one of the parties to the conversation. A party to the conversation can legally monitor or record the conversation. Although it is technically difficult, inadvertent monitoring of private cellular conversations is possible. **Caution should be used whenever confidential or sensitive information must be discussed.**

I have read the above Policy regarding cellular phones, pagers and municipal desk phones and hereby agree to adhere to these guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name & Cellular Unit Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_