



## 4COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish standards for the use of County-funded cellular phones used for work purposes.

#### **POLICY STATEMENT:**

##### **A) SUPPLY:**

- 1) The Reeve will be supplied with a County cell phone.
- 2) Councillors will be paid a monthly cell phone allowance on their paycheck to compensate for using their own personal phones at a rate determined annually.
- 3) The County shall supply cell phones or provide a cell phone allowance to appropriate staff as determined by the Chief Administrative Officer.

##### **B) GUIDELINES:**

- 1) All management staff deemed appropriate will be provided with a County cell phone appropriate to their position. If the manager chooses to carry a personal phone, they will receive a monthly phone allowance. Personal cell phone numbers cannot be long distance from the County.
- 2) All other County staff deemed necessary to carry a County cell phone will be asked to use their personal cell phone rather than have the County provide them with a cell phone.



- 3) Phone allowances will be set up through payroll as a non-taxable earning and paid each pay period.
- 4) All cell phones must be Blue Tooth compatible.
- 5) Staff who may be required to answer their cell phone while operating equipment will be provided with Blue Tooth equipment and shall use that equipment in accordance with Provincial legislation.
- 6) All Public Works staff who are deemed eligible to carry a County cell phone or receive a phone allowance, must be available for on-call as required. If management is unable to contact an employee who has been deemed eligible and who is expected to be available, this may result in a discontinuation of the allowance or access to a County cell phone at management's discretion.
- 7) If a staff member chooses to have a County phone rather than use their personal cell phone, they will be provided with cell phones only when they are required to be on-call. Truckers will be provided cell phones only during the winter months.
- 8) Staff members deemed eligible will be required to sign a user agreement contract with the County.
- 9) The cost of repairing or replacing a damaged, County-provided cell phone will be the responsibility of the County of St. Paul when damage has occurred during work hours. Any damage should be reported to your immediate supervisor prior to the end of the employee's shift.