

9.11 TELEPHONE AND CELLULAR PHONE USAGE

City telephones and cellular phones are provided for conducting City business. Use of City telephones and cellular phones for personal phone calls should be kept to a minimum (normally no more than 1-2 per day of three minutes duration or less). Personal calls should not interfere with the employee's job responsibilities nor impact the performance of the City's telephone system. Any personal use of City-owned telephonic devices that results in additional fees to the City must be reimbursed by the employee upon request for payment. Employees should not use the City's telephone services for personal long distance calling.

Cellular phones should only be acquired for Department Directors and those employees who spend a substantial amount of time outside the office, and only if it is determined that the use of cellular phones is the most cost effective means for them to maintain business communications.

When the City purchases cellular phones, strict inventory control of the phones will be maintained. Each employee authorized to use a City cellular phone will sign out for that phone. By signing out the phone, the employee will note that they have read and understand the cellular phone policy and understand that they are liable for the full replacement cost of the phone if it is lost through negligence or not returned at termination, and understand they are liable for any excess charges to the City due to inappropriate use of the cellular phone.

Since cellular transmissions are not secure, employees should use discretion in relaying confidential information via voice or data.

If cellular phone usage exceeds service allowances, employee shall be required to reimburse the City for personal calls in excess of service allowances.

When City staff are required to work away from the work site (e.g., while travelling), calls home or to a family member shall be considered City business calls, for the purposes of reimbursement. These calls shall be made by the least costly alternative and should be kept to a minimum.(normally no more often than once a day for five minutes or less).