



EMPLOYEE CELL PHONE USE POLICY - #2017-06

Purpose:

TO provide a policy outlining the guidelines for using personal cellular communication devices, including smartphones, at work; and,

TO provide a policy outlining the use of company owned cellular devices; and,

TO provide clarity of compensation for the use of personal cell phones for business purposes.

General:

The Town of Faro recognizes that cell phones have become an integral part of everyday life. They are a great asset when used correctly, but may also cause problems when used imprudently, or excessively.

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may get distracted from their work, disturb colleagues, cause security issues with the misuse of the Town of Faro's internet connection or cause accidents when illegally using their cell phone while operating a company vehicle, machinery, or equipment.

The Town of Faro also recognizes that there are times when an employee must use their personal cell phone to conduct business. Employees are responsible for the safe and appropriate use of a cell phone when used during working hours.

Policy:

No worker shall use any cell phone while operating a motor vehicle, light duty or heavy duty machinery, equipment, power tools, or hand tools. Workers are required to follow all territorial and federal legislation regarding use of cell phones in a motor vehicle.

No worker shall disturb other colleagues with inappropriate use of a cell phone, including but not limited to:

- Speaking loudly or for extended periods,
- Using inappropriate, illegal or obscene content of verbal, written or photographic nature
- Using a cell phone while completing a work task with a colleague

No worker shall endanger any person or Town of Faro asset(s) with the unsafe use of a cell phone.

No worker shall use a company owned cell phone to download or upload inappropriate, illegal or obscene material.

No worker shall use a company cell phone in such a manner that the Town would incur additional charges for minutes, long distance, messaging, or data unless such use is for bona fide work-related or training purposes.

Workers may use their cell phone to make work-related calls, check urgent or important messages, or respond to emergencies during the work shift. Workers must do so in a safe and appropriate manner.

Workers may use their cell phones during coffee and lunch breaks as long as they do so in a manner so as not to disturb other colleagues.

A company phone or a personal cell phone authorized for use under this policy must have a security feature enabled to prevent unauthorized access to the device. The security feature may be a swipe pattern, PIN, or biometric recognition.

If an employee's phone usage causes a decline in productivity or interferes with daily operations, privileges of cell phone use during working hours will be revoked.

Employees may face disciplinary action, including possible termination if he/she is found, during working hours, or on a company provided cell phone, to:


- Have broken any territorial or federal laws regarding use of cell phones
- Have caused an accident resulting in injury of person or persons, or damage to Town of Faro property
- Have conducted illegal actions or activities
- Used a cell phone to record and/or distribute confidential information

Employees who are required to use their personal cell phones for work purposes could be compensated \$50 (taxable benefit) per month if the following conditions are met:

- A copy of the cell phone bill, or contract is provided as proof that they own, and are paying for the phone; and,
- Use of their personal cell phone for work purposes is integral to performing their duties and has been authorized by the CAO.

August 1, 2017

Council Approval



John Bowers, Mayor

August 1, 2017

Date Approved



Ian Dunlop, CAO

August 1, 2017

Effective Date