

CELLULAR PHONES

INTRODUCTION

A cellular phone is a communication tool to assist employees in the performance of their duties. Cellular phones may be issued to employees when there is an identified business need, as approved by senior management of the Board.

Cellular phones are to be used to conduct Board business.

Employees are responsible for the safeguarding of their cellular phone and the information stored in it.

ELIGIBILITY

A cellular phone may be issued to an employee based on the following business needs:

- Employee is a member of the management team or is required by that management team to be readily accessible on short notice.
- Employee is frequently away from his/her worksite, does not have ready access to a traditional phone, and use of a calling card is not feasible.
- Employee is responsible for responding to emergency business of the Board.
- Employee's safety is an issue due to job responsibilities or working conditions.

[Examples include employees who perform hazardous work, travel alone, or who may be at risk of physical attacks.

[Refer to the *Working Alone Safely Guide* and the General Safety Regulation on the Ministry's website. (http://employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf)

Where feasible, employees are encouraged to use a "shared or pooled" cellular phone.

NON-BUSINESS USE

Cellular phones paid for by the Board are the property of the Board. The employee's personal use of the cellular phone should not typically result in a cost to the Board.

However, it is recognized that extenuating circumstances may exist. For example, an employee is working alone or late hours and uses the cellular phone to make a personal call, where he/she does not have ready access to a traditional phone.

To contact a government number within Alberta, toll free access is to be used. Dial 310-0000 and then dial the required government number ensuring to use the correct area code.

USE OF PERSONAL CELLULAR PHONES

In special circumstances, an employee may request approval to be reimbursed for business calls on his/her personal cellular phone. Written approval from the employee's Expenditure Officer must be provided before entering into this arrangement.

Employees are reimbursed through an expense claim, when they provide proper documentation indicating they incurred a charge for the business call.

DISPOSITION

The employee is responsible for deleting all stored information prior to exchanging or returning a cellular phone. This includes phone directory, email messages, and personal recordings.