



TOWN POLICY

ADMINISTRATION POLICY: Cell Phone Use Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-005

EFFECTIVE DATE: April 27, 2023

SUPERSEDES: Policy #C-4-1

UPDATED: April 27, 2023

UP FOR REVIEW: April 27, 2026

Policy Statement:

The Town owns and maintains Cell Phones which are available for the purpose of assisting staff in the day to day function of their job, this policy also applies to the use of private Cell phones.

The purpose of this policy is to:

Provide uniform guidelines for the purchase, use, and payment of cellular (cell) phones.

Individual departments, with the approval of the appropriate supervisor, may issue cell phones to staff members if it is deemed necessary to support Town business. All cell phones are to be used specifically or primarily for business purposes. All plans are to be based on the required allotment of minutes business use.

Use of personal cell phones or Town cell phones for personal calls should be limited to lunch time and coffee breaks. In cases where additional monthly charges are incurred on Town issued cell phones because the allotted minutes have been exceeded or long distance or roaming charges occur, the applicable supervisor must review the bill to isolate all personal calls made during the month and submit the bill to the employee. Abuse of cell phone use may result in the restriction of phone use privileges.

Due to research that indicates that cell phone use while driving is dangerous, the Town of Cardston has restrictions on employee use of cellular phones or similar devices while driving Town owned vehicles or equipment. The use of a cell phone or similar device while driving includes placing calls, text messaging, surfing the Internet, responding to email, checking for phone messages, or any other purpose while driving. To dial, or otherwise initiate a call the driver will leave the road and safely park the vehicle or equipment unless the device is connected through a Bluetooth or similar hands free equipment. The use of the Town's radio system while driving is not restricted as long as caution is used and the drivers remain alert to all driving and traffic conditions.





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Violation of this policy while operating a vehicle will be dealt with under the Violation of the *Occupational Health and Safety Act Policy*.

REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

APPROVAL: **DATE:**

Chief Administrative Officer, Jeff Shaw

(signed copy kept in CAO policy binder)

