Village of Innisfree
Procedure No: 1200-01 **Cell Phone Policy**

Policy
The Village of Innisfree recognizes the need to have and to provide for wireless communication in the workplace and while providing services to the Village of Innisfree.

Purpose
The purpose of this policy is to set guidelines and standards regarding wireless communication and cell phone devices for Council, CAO and Staff which include the Recreation Park/Campground Manager.

This policy is to provide Council and Staff of the Village of Innisfree with options relating to wireless and cell phone devices to be used for Village related work and for personal use.

This Policy supersedes any previous Village of Innisfree Cell phone and Administration Policies.

1.0 DEFINITIONS

1.1 ***"Cell Phone"*** shall mean any device capable of accessing, sending, or receiving messages, or other information, either verbally, or in written form.

1.2 ***"Chief Administrative Officer":*** shall mean a person appointed to the position by Council and may be abbreviated as 'CAO.'

1.3 ***"Council"*** shall mean the current elected officials of the Village of Innisfree.

1.4 ***"Hands-free device":*** any accessory enabling wireless communication device usage without requiring the operator's hands.

1.5 "***Mobile equipment":*** any equipment that carries an operator and can be set in motion by operator action. Cars, trucks, backhoes, loaders, RTV's, or mowers.

1.6 ***"Official Use":*** municipal business, which relates to the official duties of the Councillor or Staff.

1.7 ***"Personal Use":*** calls which do not relate to the official duties of the Councillor or Staff.

1.8 ***"Public Works Foreman"*** means the individual hired by the Municipality to perform public utility services for the Village.

1.9 ***"Recreation Park Manager"*** means the individual hired annually, by the Municipality to provide managerial services at the Innisfree Birch Lake Park and Campground

1.10 "***Staff":*** shall mean any person working for the Village of Innisfree who requires a cell phone to conduct their daily business on behalf of the Village, and/or who is in an on-call position.

1.11 ***"Village":*** shall mean the Village of Innisfree, its Staffs, or its duly authorized representatives.

1.12 "Wireless communication device (digital or analog)": any device capable of accessing, sending, or receiving messages, or other information, either verbally, or in written form. This includes cellular phones, smart phones, blackberries, personal digital assistants (PDAs) etc.

2.0 PROCEDURES

2.1 The CAO and the Public Works Foreman will be provided a Village-owned cell phone with a service plan approved by the CAO.

2.2 Alternatively, the Village will provide a flat fee reimbursement of $50 per month for individual's personal cell phone usage.

2.3 A proper carrying case is required for the cell phone to alleviate damages that could be caused by work-related duties. The Village will provide the first case only.

2.4 The CAO and Staff must safeguard the cell phone and if damage occurs to a personal cell phone due to a work-related incident, the Village will replace the phone up to a maximum amount of $100.

2.5 If damage occurs to a Village-owned cell phone, the cost of replacement may be the responsibility of the Staff.

2.6 Replacement of personal cell or Village-owned phones due to negligence of the CAO or Staff will not be paid for by the Village.

2.7 On-call Staff must keep the phone on 24 hours a day, until their on-call duties are finished.

2.8 The use of cell phones for personal use while working should be minimized unless those calls are urgent.

2.9 Drivers shall be responsible for the payment of any/all driving infraction charges.

3.0 PERSONS AFFECTED

3.1 Council, Board Members, Staff and Volunteers

4.0 End of Procedure.