

STARLAND COUNTY POLICY MANUAL

FUNCTION: General Administration (All Departments)
FUNCTION NUMBER: 120
POLICY: Staff Cell Phone Provision
POLICY NUMBER: 120-4
DATE: July 16, 2014

Purpose: To establish a policy for the provision of funds for staff purchase of cell phone service.

Definitions:

“Corporate Records” include all Records, other than Transitory Records, of Council, every County Department, Board and Committee.

“Record(s)” means information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business, and includes: paper documents such as a hand-written memo or a hard copy report; Records stored on electronic storage media such as databases or e-mail; graphic images such as drawings, maps and reports; these may be in photographic, electronic, or hard-copy formats.

“Transitory Records” means information and documents received through e-mail, Internet, voice mail or in traditional format such as paper, that have only short-term, immediate or no value to the organization, and which do not record approvals, recommendations, opinions, decisions or transactions of the County.

1.0 Application

All staff identified by their supervisor as requiring a cell phone for use during work hours. Supervisors and on-call staff have the option of using a Starland County supplied phone.

2.0 Reimbursement

Staff identified as requiring a cell phone for use during regular business hours will be required to supply their own phone with a private monthly usage payment plan. Starland County will reimburse a portion of the on-going usage cost as decided by Council Resolution provided they take on the following responsibilities:

1. Employees must purchase new, or replace old, damaged or broken phones at their own expense.

2. Employees are required to register their phone number with Starland County and make that number available for business purposes during regular business hours.
3. Employees are required to have their phone set up to be able to access the Starland County corporate email server.

3.0 Use of Phone

Although personal phones are not the property of Starland County, and therefore not subject to the use restrictions associated with County owned information technology, Starland County is committed to fully complying with the FOIP Act. This requires that all Corporate Records, excluding transitory records, being sent electronically be transmitted through the Starland County email server so the record can be saved and retrieved if needed at a later date. Transmitting electronic Corporate Records other than transitory records via text message or any other method can be cause for disciplinary action.

4.0 Administration

Reimbursement shall be made through payroll upon submission of the requirements of section 2.

As of July 16th, 2014 reimbursement rate set at \$50.00 per month as per Council Resolution C14-122.