





POLICY: Workplace Cell Phone & Pager Policy

SECTION: Human Resources **POLICY #:** HR-015

PREPARED BY: T. McKeown **PAGE:** 1 of 2

EFFECTIVE DATE: July 27, 2020

REVISION DATE: September 14, 2020

AUTHORIZED:  
Gina McKay Mayor Tammy McKeown Chief Administrative Officer

PURPOSE:

This document sets forth a model District policy for cell phone usage and pager and applies to all District employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The District reserves the right to modify or update these policies at any time.

USE OF CELL PHONES OR SIMILAR DEVICES

Personal Cellular Phones:

In the interest of safety, personal phones, or similar devices, shall not be carried by employees or used while on duty. This is a safety issue and therefore is of extreme importance to the staff of the District. Lockers are provided for personal belongings to be stored while on duty. Calls may be made while on break in designated areas (outside building or in break room). In the case of an emergency, you can be reached through the District telephone lines, but personal calls are discouraged.

Personal Use of District-Provided Cellular Phones:

An employee may be issued a business cell phone for work-related communications. Cell phones issued by the District are District property. Employees must comply with District requests to make their District issued cell phones available for any reason, including upgrades, replacement, or inspection. Cell phone use is prohibited while driving or operating equipment. Each District cellular phone has a data connected to it. If the amount of data used exceeds the allotted amount, the bill will be evaluated to

determine the cause. Employees who leave the District for any reason must return their District issued cell phones.

Pager Policy:

Any employee who is an active volunteer emergency responder, who does not receive compensation while on call, may carry a pager for that organization and be permitted to leave work to respond to a pager call for a fire or road rescue during regular work hours.

In the event of a District state of emergency requiring the activation of the EOC the employee will be required to remain at work for the District of Stewart unless given approval to leave by his supervisor.

Effect of Policy

Violations of the foregoing rules will be considered a serious offence and may result in the imposition of discipline up to and including termination.