

Policy Title	Effective Date	Updated to	Policy Number
Cell Phone Policy	June 10, 2019	December 11, 2023	1.3.3

Introduction

The Town of Nipawin may make cell phones available to Town of Nipawin employees, Council, contractors, and volunteers where relevant, useful, and/or necessary for their roles.

For the purposes of this policy, the term “Town representative” shall mean a Town of Nipawin employee, member of Council, contractor, or volunteer.

This Cell Phone Policy describes the rules governing use of cell phones provided by the Town of Nipawin. It also sets out how Town representatives are expected to conduct themselves when using cell phones.

For the 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 (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, tablets, personal digital assistants (PDA) with wireless communications capabilities).

Purpose

The use of cell phones is a standard means of communications in business. Like any technology, cell phones can cause difficulties if used incorrectly or inappropriately. This cell phone policy:

- Reduces the security and business risks faced by the Town of Nipawin
- Informs Town representatives of how they are permitted to use Town cell phones
- Ensures Town representatives use good cell phone etiquette
- Helps the Town satisfy its legal obligations regarding cell phones used

Policy Scope

This policy applies to all Town representatives.

It applies no matter where cell phone use takes place: on company premises, while travelling for business, or while working from home.

General Cell Phone Guidelines

1. Business Cell Phone Use

The Town of Nipawin recognizes that cell phones are a communication tool. For instance, Town representatives may use cell phones to:

- Communicate with citizens, other Town personnel, or any other person to facilitate Town business

Policy Title	Effective Date	Updated to	Policy Number
Cell Phone Policy	June 10, 2019	December 11, 2023	1.3.3

- Utilize online applications that facilitate Town business activities
- Conduct research on behalf of the Town
- Distribute information to colleagues

For these reasons, the Town of Nipawin will ensure that all Town representatives are provided with a Town-owned cell phone if one or more of the following circumstances should apply:

- The Town representative’s duties are critical to the operation of the Town and immediate response by email, text, or voice call is required
- The Town representative needs to be accessible after normal working hours
- The Town representative must be accessible in the event of an emergency
- The Town representative is frequently away from access to traditional land-based phone services
- The Town representative’s duties require frequent travel away from the work site
- The Town representative’s duties require him or her to be mobile with direct work site contact and access to email

2. Use of Personal Cell Phone

The Town will allow the use of personal phones for Town business in lieu of a Town provided phone subject to the same principles and guidelines governing the use of Town phones.

a. Reimbursement for Use of Personal Cell Phone for Town Business

The Town will reimburse employees who opt to use their personal phone for Town Business. Reimbursement is 50% of the basic cell phone package, plus 100% of all long distance calls which were conducted for Town business. Other charges may be included for reimbursement (data downloads, etc.) when it can be demonstrated that the charges were incurred for Town business.

3. Use of Cell Phone While Driving

It is illegal to operate a cell phone while driving. Town representatives must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating a motor vehicle. While operating or driving any Town equipment a cell phone may not be used as a hand-held device for any reason.

4. Personal Use of Business Cell Phones

The Town recognizes that cell phones are an important tool in many people’s daily lives. As such, it allows Town representatives to use their company cell phones for personal reasons, with consideration to the following:

- Personal cell phone use should not result in additional charges to the Town or

Policy Title	Effective Date	Updated to	Policy Number
Cell Phone Policy	June 10, 2019	December 11, 2023	1.3.3

exceed the allowable limits for voice calls, text, and/or data

- Inappropriate content is always inappropriate, no matter whether it is being sent or received for business or personal reasons
- Downloading of personal mobile applications is not permitted unless authorized to do so by the immediate supervisor
- Use of personal social media applications on Town-owned cell phone must not interfere with business activities and must not compromise security or confidentiality of any information pertaining to the Town of Nipawin contained on or accessible by the device
- All cell phone internet must comply with Online and Social Media Policy

5. Authorized Users

Only authorized users are permitted to use Town of Nipawin cell phones. Authorization is provided when a new Town representative joins the Town and is granted by the General Manager or Chief Administrative Officer.

Unauthorized use of the Town’s cell phone system is prohibited. Town representatives who misuse a Town cell phone - or who provide access to unauthorized people – are subject to disciplinary action.

When deemed beneficial for the Town of Nipawin by the supervisor, General Manager, or Chief Administrative Officer, a Town representative with a Town cell phone on vacation or extended absence must give the Town cell phone to the Town representative deemed responsible during the absence.

6. Cell Phone Security

Town representatives must always consider the security of the Town’s systems and data when using cell phones. When used inappropriately, cell phones can be a source of security problems for the Town. Users of the Town cell phone system must not:

- Open attachments from unknown sources, in case they contain a virus, Trojan, spyware, or other malware.
- Disable security or virus scanning software. These tools are essential to protect the Town from security problems.

7. Confidentiality

Town representatives shall take the necessary precautions to protect the confidentiality of personal information encountered either in the performance of their duties or otherwise. Cell phone use and disclosure of all electronic information is subject to the terms of *The Local Authority Freedom of Information and Protection of Privacy Act*, and Section 117 of *The Municipalities Act*.

Policy Title	Effective Date	Updated to	Policy Number
Cell Phone Policy	June 10, 2019	December 11, 2023	1.3.3

8. Inappropriate Cell Phone Content and Use

Town cell phones must not be used to send or store inappropriate content or materials. It is important Town representatives understand that viewing, receiving, or distributing inappropriate content via cell phone is not acceptable under any circumstances.

Users must not:

- Write or send emails or texts that might be defamatory or incur liability for the Town
- Create or distribute any inappropriate content or material via cell phone
- Use the cell phone for any illegal or criminal activities
- Send offensive or harassing message to others
- Send messages or material that could damage the Town of Nipawin’s image or reputation

Inappropriate content includes, but is not limited to pornography, racial or religious slurs, gender-specific comments, information encouraging criminal acts or terrorism, or materials relating to cults, gambling, and illegal drugs.

This definition of inappropriate content or material also covers any text, image, or other media that could reasonably offend someone based on race, age, sex, religion or beliefs, national origin, disability, sexual orientation, or any other characteristic protected by provincial or federal law.

Any recipient(s) of content considered to be inappropriate shall report this to the supervisor, General Manager, or Chief Administrative Officer.



Mayor



Chief Administrative Officer