

COMMUNICATION DEVICE POLICY #23.0.3

1. PURPOSE

To establish guidelines for the issuance and usage of communication devices, as well as procedures for monitoring and controlling costs related to the use in connection with County business. The policy outlines the options supported by the County of Wetaskiwin, guidelines for appropriate use, and other administrative issues relating to the acquisition and reimbursement. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunication costs.

2. SCOPE

This policy applies to all employees and other persons who have or are responsible for any communication device issued by the County of Wetaskiwin, or conduct business on behalf of the County using any communication device. The County reserves the right to revoke communication device privileges at any time should it be deemed necessary to do so.

3. POLICY STATEMENT

3.1. The Council of the County of Wetaskiwin recognizes that communication devices are an integral and necessary tool in the provision of effective customer service for residents. Council also recognizes the need to provide a safe working environment to employees who work alone, and the necessary tools to perform their job in a safe manner.

3.2. It is the policy of the County of Wetaskiwin to consider the issuance of communication devices when the responsibilities of an employee require that:

- 3.2.1. The employee be reachable immediately
- 3.2.2. The employee be 'on call' outside of normal business hours
- 3.2.3. The employee is not normally present at a fixed workstation and timely communication is difficult to transact
- 3.2.4. The employee is required to make frequent and/or prolonged travel away from the County office.
- 3.2.5. The employee is required to work alone at a work site where assistance is not readily available in the event of an injury, illness or emergency (in compliance with Health and Safety Code Part 28, Section 393 (1))

REVISION DATE / RESOLUTION #:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
June 1, 2004, Ref. Page 2004/113; Jan. 5, 2005, Ref. Page 2005/6 C; Feb. 19, 2008, Ref. Page 2008/72 C, #CG20090113.1024, #CG20110621.1010 ; #CG20121106.1025 ; #CG20131015.1005, #CG20140401.1040; #CG20150805.1008, CG20160112.1015, CG20171205.1013	June 5, 2001 Council	2001/128 C	1 of 4
ADMINISTRATIVELY REVIEWED:			

COMMUNICATION DEVICE POLICY #23.0.3

- 3.3. The final decision on whether an employee will be issued a communication device rests with the Chief Administrative Officer, or designate.
- 3.4. The County of Wetaskiwin will provide the appropriate communication device(s) based on the requirements of the employee position and job duties.
- 3.5. The County of Wetaskiwin Information Services department has sole discretion over the distribution, configuration and security measure of smart phones and related technology. If any non-approved devices, installation or usage of such technology is discovered, the Information Services department reserves the right to remove and/or deactivate them immediately.

4. PROCEDURES

4.1. Two-Way Radio System

- 4.1.1. Council believes that the two-way radio system is the appropriate communication device for:
 - 4.1.1.1. County outside crews (this includes public works, agriculture services, and community peace officers). There are two channels – from the Wetaskiwin tower, and one from the Alder Flats tower. Fire Chief and Fire Departments – which have their own frequencies and share the County radio tower system.
 - 4.1.2. All County vehicles and equipment will be equipped with a two-way radio, as determined by the Shop Foreman. The radio system has a frequency for:
 - 4.1.2.1. Community Peace Officers (with a base in Protective Services, and the ability to use the open channel)
 - 4.1.2.2. All other outside County staff (with a base in Public Works Wetaskiwin County Shop and Winfield Shop)
 - 4.1.3. Fire Chief (with access to both Fire frequencies and County frequencies)

4.2. County Owned Communications Device

- 4.2.1. Possession and use of a company-owned and supported communication device is a privilege, not a right. Employment at the County of Wetaskiwin does not ensure eligibility.
- 4.2.2. The Council of the County of Wetaskiwin recognizes the need for cellular telephones and/or smart phone devices, and has invested a significant amount in these technologies. It is important that future purchases of cellular equipment be consistent and compatible with the current systems, and all purchases shall be authorized by the Chief Administrative Officer or his designate.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
June 1, 2004, Ref. Page 2004/113; Jan. 5, 2005, Ref. Page 2005/6 C; Feb. 19, 2008, Ref. Page 2008/72 C, #CG20090113.1024, #CG20110621.1010 ; #CG20121106.1025; #CG20131015.1005, #CG20140401.1040; #CG20150805.1008, CG20160112.1015, CG20171205.1013	June 5, 2001 Council	2001/128 C	2 of 4

COMMUNICATION DEVICE POLICY #23.0.3

4.2.3. The following positions have been identified for a choice of cellular telephone, or smart phone device at the decision of the Director of Information Services:

- ◆ County Administrator
- ◆ Assistant County Administrator
- ◆ Communications Officer
- ◆ Director of Public Works
- ◆ Director of Ag Services
- ◆ Community Peace Officer(s)
- ◆ Director of Emergency Services
- ◆ Director of Assessment
- ◆ Assistant Director of Public Works
- ◆ Public Works East End Foreman
- ◆ Public Works West End Foreman
- ◆ Director of Information Services
- ◆ Information Services Assistant
- ◆ Agricultural Services Foreman
- ◆ Director of Planning & Economic Development
- ◆ Director of Leisure and Community Services
- ◆ Parks and Recreation Facility Foreman
- ◆ Planning & Development Technologist
- ◆ Assistant Assessor
- ◆ Development Officer
- ◆ Bylaw Enforcement Officer(s)
- ◆ Special Projects Coordinator/Gravel Checker
- ◆ Shop Foreman
- ◆ Utility Foreman
- ◆ Utility Operator (s)
- ◆ Roll-off Truck Driver
- ◆ Sustainable Agriculture Coordinator

4.3. It is imperative that County owned cellular telephone or smart phone devices used to conduct business be used appropriately, responsibly, ethically and cost-effectively. The following must be observed:

- 4.3.1. County-owned cellular devices are the property of the County of Wetaskiwin, and must be treated, used, and safeguarded as such. If an employee damages or loses a County-owned cellular device, the employee must notify the Director of Information Services immediately.
- 4.3.2. No employee is to use a County-owned cellular device for the purpose of illegal transactions, harassment, or obscene behaviour, in accordance with other existing employee policies.
- 4.3.3. All costs associated with issued cellular devices will be allocated to the appropriate department.
- 4.3.4. Monthly itemized bills will be received by the County, and reviewed by the Director of Finance, with costs allocated to the appropriate department.
- 4.3.5. Any service minutes that are 'included' in the monthly plan are the property of the County of Wetaskiwin.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
June 1, 2004, Ref. Page 2004/113; Jan. 5, 2005, Ref. Page 2005/6 C; Feb. 19, 2008, Ref. Page 2008/72 C, #CG20090113.1024, #CG20110621.1010 ; #CG20121106.1025; #CG20131015.1005, #CG20140401.1040; #CG20150805.1008, CG20160112.1015, CG20171205.1013	June 5, 2001 Council	2001/128 C	3 of 4

COMMUNICATION DEVICE POLICY #23.0.3

4.3.6. The employee will be asked to reimburse the County of Wetaskiwin for personal calls placed on the cellular device account. Employees shall review their cellular device charges, and remit payment monthly for all personal calls.

5. Employee Owned Cellular Telephone

5.1. Council believes that employee-owned cellular devices are the appropriate communication device for the following employees who are not provided a County cellular device, and may receive a subsidy under this policy:

- ◆ Transfer Site Attendants
- ◆ Home Support staff who have 1 or more clients per month
- ◆ Weed Inspectors
- ◆ Beaver Trappers
- ◆ Mower Operators
- ◆ FCSS Co-ordinator
- ◆ Ice Maintenance/Agriplex Staff
- ◆ Park Attendants
- ◆ Garbage Truck Contractors
- ◆ Fire Guardians
- ◆ Employees as determined by the County Administrator

5.2. Employees may be eligible for a cellular device subsidy, based on the following conditions:

- 5.2.1. The employee must have in his/her possession at all times an active cellular telephone.
- 5.2.2. The employee must provide their supervisor with the cellular telephone number. If the cellular telephone number changes, the employee shall advise his/her supervisor immediately of the new number.
- 5.2.3. The employee shall receive a subsidy of \$25.00 per month effective January 1st, 2018, or reimbursement above subsidy with a copy of the phone bill (at the discretion of the Chief Administrative Officer, or designate).

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
June 1, 2004, Ref. Page 2004/113; Jan. 5, 2005, Ref. Page 2005/6 C; Feb. 19, 2008, Ref. Page 2008/72 C, #CG20090113.1024, #CG20110621.1010 ; #CG20121106.1025; #CG20131015.1005, #CG20140401.1040; #CG20150805.1008, CG20160112.1015, CG20171205.1013	June 5, 2001 Council	2001/128 C	4 of 4