

Cellphone Assignment Policy

1.0 Policy Statement

The City of Mount Pearl will assign cellphones for business purposes to City's employees on a case by case basis. The Director of Corporate Services will be in charge of authorizing the use of cellphones.

2.0 Background

Cellphones are an integral part of the City of Mount Pearl operations as they are necessary to deliver City's services in a responsive fashion even after hours.

3.0 Purpose

To establish a policy for the City of Mount Pearl that outlines a centralized control over the acquisition and use of cellphones by employees.

4.0 Cellphone Assignment Guidelines

The following principles shall apply:

1. Acquisitions of cell phones are to receive prior approval of the Director of Corporate Services.
2. Requests for cellphones are to be made in writing, to the Manager of Information Technology stating:
 - i. The person/position to whom the cellular phone is to be allocated.
 - ii. The reason for the acquisition, i.e., how the acquisition will contribute to increased efficiencies in operations.
 - iii. The designated signing authority for monthly charges. The signing authority should be the employee's Director.
 - iv. The length of the time the cellphone is required, e.g., one month, six months, twelve months, permanently, etc.

3. Upon receiving cellphone requests, the Manager of Information Technology will forward the employee requests to the Director of Corporate Services for approval.
4. All costs associated with cellphones and peripheral equipment will be the responsibility of the City of Mount Pearl.
5. All purchased equipment will be considered as the property of the City of Mount Pearl, and Directors are responsible for ensuring all equipment is returned to the City once an employee terminates employment with the City.
6. All costs associated with the monthly operating and maintenance expenses of the communication devices are the responsibility of the Manager of Information Technology and the Director of Corporate Services.
7. Cellphones are assigned to an individual within a Department. Any transfer of communication device from one employee to another will only be permitted with the prior approval of the Director of Corporate Services. This is to ensure that proper accountability for the physical asset is maintained at all times.
8. The Director of Corporate Services may authorize employees to bring their own devices in instances where there is no conflict with an existing cellphone contract already assigned for the position. This provision will be reviewed and assessed regularly at the discretion of the Director of Corporate Services.
9. Use of cellphones by employees is intended primarily for work related communications. Incidental personal use is acceptable and may be subject to periodic review by the City.

5.0 Approvals



Steve Kent, Chief Administrative Officer

December 21, 2018

Date