



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Employee Conduct		
Title	Cell Phone Usage	Policy Number	10-05-13	Authority	Council
Approval Date	10 Jul 06	Effective Date	10 Jul 06	Revision Date	

Purpose:

To clarify who can use cell phones while at work with the City of Corner Brook and for what purpose the phones can be used.

Policy Statement:

Only cell phones that are issued by the City of Corner Brook can be used by City employees while at work with the City.

Reference:

Approved: CC06-120 (10 July 2006)
CPS06-41(c)

Detailed Action Required:

No employee should have a personal cell with them while at work. City issued phones should only be used for City purposes and only in compliance with applicable legislation. A City employee may be permitted to use a City issued cell phone to phone home to advise that he/she may be delayed at work.

Employees of contractors providing service to the City shall not interrupt the operation of the City to use a cell phone. If a call is received, a message should be taken and the call discontinued. Supervisors will be responsible for enforcing this policy for contract employees.

Employees who violate this policy will be subject to the City of Corner Brook's disciplinary procedure as outlined in the Employee Conduct Policy - 10-05-10.

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook

[REDACTED]
CITY CLERK

[REDACTED]
MAYOR