

Mobile Device Policy

BACKGROUND

The Town of Bruderheim recognizes the need for certain employees to be available to be able to contact other staff members as well as members of the public when they are away from their regular workstations. As such, the Town of Bruderheim provides for the use of mobile devices to authorized employees for the purposes of completing their duties in a more efficient manner.

PURPOSE

To establish a policy to define the authorization and administration of mobile devices and to outline the requirements regarding acceptable usage of mobile devices.

DEFINITIONS

A mobile device is an electronic device that is made for portability and is therefore both compact and lightweight. These devices include (but are not limited to) smartphones, laptops, tablets, pagers, mobile internet sticks, other portable electronic devices used to store and/or transfer electronic information, etc. This policy pertains to both company-owned and employee-owned mobile devices which are used in the performance of an employee's duties. An employee is any full time or part time staff, Council member, or any other person who is paid through the Town's payroll system.

POLICY

This policy applies to all situations where the Town has issued a mobile device to employees for use in carrying out their responsibilities. The requirement for an employee to have a mobile device for Town purposes will be determined by the Chief Administrative Officer through consultation with the Chief Operating Officer and is based on the position and not on the individual employee. The CAO will designate (in writing) Town employees who are authorized to use Mobile Devices pursuant to this policy. The Town may provide mobile devices to the required employees. Subject to the CAO's approval, the employee may have their personal mobile device plan subsidized.

DEVICE AND DATA OWNERSHIP

Town-owned mobile devices and all data, documents, and information remain the sole property of the Town. Subsidized mobile devices remain the sole property of the owner, but all Town data, documents, information and work products created, received, transmitted, synchronized or downloaded remain the sole property of the Town.

PURCHASING MOBILE DEVICES

The Town will maintain a consistent standard across the organization unless a specific position requires unique specifications which must be provided to the CAO prior to authorization to purchase.

SUBSIDIZATION OF PERSONAL MOBILE DEVICES

THE Town may subsidize a personal mobile device at the request of the employee and at the discretion of the CAO. Subsidization of personal devices will be limited to a maximum of 50% of the employee's total monthly billing up to a maximum of \$15.00. this monthly subsidization will be deemed a taxable benefit. There will be no subsidization for the purchase of a device.

USER COSTS RELATED TO A TOWN-OWNED MOBILE DEVICE

The Town may recover costs incurred due to the personal use of a Town owned mobile device. In the event the Town-owned device is lost, stolen, or damaged, the Town may also recover the costs of the device purchase by requiring the employee to repay the Town a prorated amount of the device's original cost based on an average 4-year useful life.

USER REQUIREMENTS

1. Mobile devices are electronic devices that are deemed to be computers. Users are required to use Town resources in an acceptable manner.
2. Users shall not drive or operate a vehicle, machinery, or equipment while at the same time holding, viewing, or manipulating a mobile device, and must at all times abide by the provisions of the traffic Safety Act and any other federal, provincial, or municipal laws which may apply.
3. Users are required to return Town-owned mobile devices to the HR Department upon termination, change of duties, or at the request of the Department Head, the COO, or the CAO.
4. Users must return out-of-service (obsolete, damaged, replaced, etc.) Town-owned mobile devices to the HR Department to wipe any Town information prior to disposal.
5. The abuse of the use of mobile devices, or this policy may result in privileges being revoked and may result in further discipline determined by the nature of the abuse.

Dated this 24th day of May 2024.

THE TOWN OF BRUDERHEIM

Per: Original Policy Signed
Phyllis Forsyth, CLGM
Chief Administrative Officer

Date of Approval of Council: May 22, 2024
Lead Role: Chief Administrative Officer
Last Review Date: May 22, 2024

Resolution Number: 2024/144
Replaces:
Next Review: May 22, 2029