



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 2014

**CATEGORY:** Financial Operations

# **USE OF COUNTY CELL PHONES**

## **BACKGROUND**

The County of Athabasca deems it appropriate to provide key personnel with cell phones to facilitate effective communication. The use of the County owned cell phones is generally expected to be for County business purposes. On occasion, charges may be incurred for personal calls, and the administrative effort to collect small payments is significant.

## **POLICY**

County owned cell phones assigned to key administrative and supervisory personnel shall be used for County purposes. Personal calls may be made on a discretionary basis. Service, long distance and usage charges not exceeding \$10.00 per month will be paid for by the County, as part of the regular billing payment. Any charges for personal cell phone usage in excess of \$10.00 per month shall be paid by the employee to which the cell phone is assigned.

The Director of Corporate Services will ensure that monitoring of cell phone billings takes place to review compliance with the policy.

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Effective

Policy Date: 01/05/31

Reference: #01-261

Revision: 06-526

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