



LAC LA BICHE COUNTY POLICY

TITLE: CELL PHONE USAGE	POLICY NO: CS-34-002
RESOLUTION: 12.618	EFFECTIVE DATE: OCTOBER 9, 2012
LEAD ROLE: SENIOR MANAGER, HUMAN RESOURCES	NEXT REVIEW DATE: OCTOBER 9, 2015
SPECIAL NOTES/CROSS REFERENCES: 10.007	AMENDMENT DATE: OCTOBER 9, 2012

POLICY STATEMENT:

Lac La Biche County is committed to providing and maintaining a safe and healthy work environment for all employees. In order to promote and maintain employee and public safety, Lac La Biche County shall institute restrictions and prohibitions to cell phone use.

Lac La Biche County employees are not permitted to use a cell phone, with the exception of a hands-free device, while operating a motor vehicle or motorized equipment on County business and/or County time. Safe driving must always take precedence over communication. There is no job or task that a County employee does that takes precedence over their health and safety. While driving or operating motorized equipment, all incoming cell phone calls are to be directed to voicemail.

If an employee must make an emergency call (911), the vehicle or equipment must be parked in a safe location prior to making the call.

Passengers in the vehicle may answer cell phone calls for the driver with their approval.

For the purpose of this policy, Lac La Biche County does not differentiate between personal cell phones used on County time and Lac La Biche County issued cell phones.

Lac La Biche County does not differentiate between the use of personal vehicles during County time and the use of County vehicles or motorized equipment.

County time encompasses any time that an employee is being compensated for their time, or conducting business on behalf of the County, whether the employee is being compensated for that time or not.

Should an incident, or near miss, occur while driving a vehicle or motorized equipment, cell phone records can be requested by the County for the time of the incident or near miss.

Should it be determined that an employee is not abiding by the Cell Phone Usage Policy, corrective discipline will be implemented.

"Original Signed"
Chief Administrative Officer

October 22, 2012
Date

"Original Signed"
Mayor

October 23, 2012
Date