

**Title: Issuance of Digital Communications Tools**

**Policy No: 1019**

**Effective Date: April 27, 2021**

**Motion Number: 21.04.218**

**Supersedes Policy No: NONE**

**Review Date: April 27, 2024**



**Purpose:** To establish policy and procedures pertaining to Greenview’s Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the CAO.
- 1.3. **Employees** means an employee of Greenview and includes paid staff and contractors.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **User Authorization Agreement** means an agreement between Greenview’s Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

## 2. POLICY STATEMENT

- 2.1. Information Systems Department shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the IS department and charged to the staff member’s department or Councillor’s GL code.
- 2.2. Information Systems Department shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.

- 2.3. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. Councillors shall be issued a cell phone, and a laptop and/or a tablet.
- 2.4. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, or at any time, when requested, for the purposes of upgrading, repair, or replacement.
- 2.5. That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IS Department to be wiped of all Greenview information before transfer of ownership.
- 2.6. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer. This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.
- 2.7. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
- 2.8. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 2.9. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

### 3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3.3. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 3.4. The Information Systems Department will not provide technical support for any software that is not work-related.
- 3.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.

- 3.6. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.
- 3.8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.
  - A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.
  - B) Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to employee negligence or willful misconduct.
- 3.9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.
- 3.10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Department upon entering into a repayment agreement with Greenview.
- 3.11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.