



RM of Loon Lake #561

Policy Type:	Transportation
Policy Title:	Cell Phones Use
Policy Number:	300-09

Authority:	
<i>Council Resolution #</i>	<i>109/21</i>

Purpose

The R.M. of Loon Lake No. 561 recognizes that the use of cell phones for communication may be distracting and may lead to injuries while at work or on the road.

Communication devices have extended greater flexibility into the way work can be completed, however, it is important to consider the risks this flexibility can create. Through careful planning of our tasks, we will/can eliminate or reduce the distraction and the risk created by the use of a cell phone.

Policy

It is therefore the policy of the RM that all PERSONAL cell phones be left at maintenance shop and shall only be used outside of work hours.

The RM at its discretion will supply cell phones to be used during working hours.

The use of any cell phone is prohibited when operating a motor vehicle or powered mobile equipment (PME). If a call is coming through while operating any vehicle or PME, or you need to make a call the following shall be adhered to;

- Pull over onto the nearest approach (so you are not blocking any traffic) and are in a safe position and make or receive the call.
- The employee will not resume their job until the conversation is completed.

This includes sending or reading text, or email.

Refer to Exceptions

Compliance

Non-compliance with this policy will be treated the same as violating the R.M. of Loon Lake No 561 900-11 Employee Code of Conduct Policy and employee maybe held accountable as per the 900-14 Employee Discipline Policy

Exceptions

Maintenance employees that are currently employed with the RM of Loon Lake No. 561 shall have the option to retain their personal cell phones and receive compensation as set out in 900-06 Cell Phone Compensation Policy or have the RM supply a cell phone for their use.

Effective Date/Repeal

This policy will come into effect on April 15, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Cellular Phone Use that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.