



## KWANLIN DÜN FIRST NATION PERSONNEL POLICY AND PROCEDURES MANUAL

### SECTION 6.0 – WORKING CONDITIONS

#### 6.13 Cell Phone Use

**Scope:** All KDFN employees who are issued a KDFN cellphone

**Purpose:**

1. to limit the number of staff with KDFN issued cell phones
2. to reduce monthly cost of cell phone bills government wide, and
3. to set strict guidelines for the use of KDFN issued cell phones.

**Policy:** KDFN cellphones are issued to Senior Managers so they are available in emergency situations or to conduct urgent business matters outside of normal business hours. A limited number of staff (such as community justice and health workers, and specific community services employees) who are required to work out of the office with citizen clients for their personal safety, as well as those who are required to be available for work related purposes outside of business hours, will be issued KDFN cell phones.

KDFN cell phones shall be used for KDFN business purposes only. All information stored on the cell phone is the property of KDFN. Text messages, voicemail messages, photographs, videos and other official KDFN records created and/or stored on KDFN cell phones must be managed in accordance with the *KDFN Records Management Policy* (contact the Records Management unit with any questions).

KDFN has the right to filter materials stored on KDFN issued cellphones.

KDFN cellphones **will not** be used to:

- download or streaming music, games or videos,
- store personal photographs,
- conduct illegal activities or activities that will harm KDFN or its reputation.

iCloud use on KDFN cellphones is discouraged by ICT. In order to use a personal iCloud, the settings on the phone have to be changed to the user's



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personal account. This can and has compromised some of KDFN's phones. When the phone is turned in, ICT cannot re use the phone.

In accordance with the *Yukon Motor Vehicles Act*, employees will not use cell phones or other electronic devices while operating a motor vehicle.

The Executive Director will authorize the purchase of all new cell phones.

KDFN will not reimburse employees who use personal cell phones to conduct KDFN business.

Employees who exceed the monthly cell phone allotment amount, will have the extra costs deducted from their pay through payroll deductions. If the employee continually exceeds the monthly limit, he/she will be required to return the cellphone immediately if requested to do so by the Executive Director.

Cell phones that are lost, stolen or damaged while in the care of the employee will be replaced by the employee if requested to do so by the Executive Director.

Spare cell phones are available for travel purposes. The employee requesting a temporary cell phone, will seek written permission authorized by his or her Senior Manager. Borrowed cell phones must be returned immediately to ICT when the employee returns to the office.

Before travelling outside of Canada, the employee will consult with IT about purchasing the appropriate Travel Pass to accommodate charges relating to the destination and the amount of time away on travel.

### Procedure:

Each Senior Manager will identify staff in their departments who have Kwanlin Dün issued cell phones and determine whether or not that employee meets the criteria to have that cell phone. The employee must return the cellphone to the Senior Manager if it is determined the cell phone is no longer required for work purposes.

Employees who are issued KDFN cell phones will abide by the provision of this policy and will be required to sign the attached form that will be kept on file by ICT.

Staff that do not comply with the provisions of this policy and the attached agreement, may be subject to disciplinary measures as outlined in the Personnel Policy Manual, 7.2 Discipline.



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**Related Policies:** 6.9 Information and Computer Technology  
7.2 Discipline

**Policy Effective Date:** May 10, 2016

**Policy Last Amended:** (date)