

TOWN OF STETTLER

Prepared by: Director of Operational Services Number: X-8(b)
Adopted by: Town of Stettler Council Original Policy: 2011 08 16
Previous Policy: N/A
Current Policy: 2011 08 16

Title: **Proper Use of Electronic Devices**

Purpose: The purpose of this policy limiting the use of cell phones and other devices at work is to protect Town employees. Inappropriate use of devices at work can cause injuries/damages because it's distracting and may interfere with the proper and safe use of vehicles, equipment and machinery.

Policy Statement:

Section 1 Devices Covered

The devices covered by this policy include cell and data phones, tablet's, laptops, MP3 players, GPS, cameras, video games, etc. (collectively referred to as "Devices") whether owned by the Town or the individual worker. This policy does not cover use of the Town's radio system.

Section 2 Persons Covered

This policy applies to full time, part time and temporary employees of the Town of Stettler while performing all job related activities. This policy does not apply to Emergency workers responding to a call.

Section 3 Prohibited Uses

a. General

While in the workplace during work hours, employees are expected to focus on work. Employees may not use any Device in the workplace for personal reasons, including but not limited to the following:

- Playing games
- Surfing the internet
- Checking personal email and,
- Sending and receiving personal text messages.

b. Driving

While operating a vehicle or piece of equipment, employees may not use a Device unless they are pulled over in a safe location. If it is work related, employees may use the device, provided they remain parked safely. They may not resume driving until the conversation is over. Use of hands free devices while driving is acceptable, providing a voice dial system is used. All texting, reading emails, and surfing the web while driving is strictly prohibited.

Section 4 Permitted Uses

- a. All devices should be operated according to the Alberta Traffic Safety Act, as amended from time to time.
- b. Employees may use Devices at the following appropriate times:
- Scheduled Coffee and Lunch Breaks
 - Contacting fellow employees via devices for work purposes, providing they are not driving at the time.
 - Contacting family/work for personal or emergency situations, providing they are not driving at the time.
 - For reasons considered appropriate by the employee's supervisor or the CAO.

Section 5 Discipline

- Employees who do not adhere to this policy will be subject to the Town's disciplinary policy.