

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: March 5, 2012	Revised date: December 12, 2018
	Policy No. 300-10 Payment for use of Employee's Personal Cell Phones	

R.M. of Browning No. 34

**Policy No. 300-10 Payment for use
of Employee's Personal Cell
Phones**

December 12, 2018

1. Payment of Personal Cell Phone Plans

- 1.1. Compensation for all employees shall be based on a percentage of the cost of cell phone service plan.
- 1.2. All outside employees shall be paid an amount as set each year in the Rates and Appointments for use of their personal cell phones for municipal business. This will be paid in December of each year.
- 1.3. The Foreman shall be paid seventy-five percent (75%) of the total cost of his/her personal cell phone bill (monthly) for municipal business. Copies of itemized bills will be submitted monthly.
- 1.4. Administration shall be paid seventy-five dollars (\$75.00) per month for use of his/her personal phone bill (monthly) for municipal business.
- 1.5. Employees are responsible for purchasing the cell phone and related service contracts with their personal funds and are responsible for any overages, international roaming charges or peripheral costs (games, features not related to work, termination and activation fees, etc).

Document Revision History:

Document Title	Revision Date	Approved By
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