



Human Resources

Title: Use of Electronic Devices Policy	Policy Number: HR-05
Authority: Resolution 2026-217 - July 21, 2026 Council Minutes	Next Review: June 2029

Purpose:

This policy sets the expectations and guidelines for employee use of electronic devices while in the employ of the Town of Carrot River.

Personal Cell Phones:

Personal calls and text messaging during the workday can interfere with employee productivity and be distracting to others. Therefore, all staff should limit the use of personal cell phones to break and meal periods. The Town will not be liable for the loss of personal cell phones brought into the workplace.

Personal Use of Town-Provided Cell Phones:

The Town may issue a business cell phone to an employee for work-related communications only. If a staff member uses a business cell phone for personal calls, the staff member is expected to reimburse the Town for all costs incurred for the personal calls. Employees in possession of Town equipment such as cell phones are expected to protect the equipment from loss, damage, or theft. If a replacement is needed due to negligence, the staff member will have to pay for the replacement cost of the new cell phone.

Upon resignation or termination of employment, staff will be asked to return your Town cell phone. The cost to replace any phone not returned, unauthorized charges, or any monies owed to the Town may be deducted from that staff member's final paycheck (to the extent permitted by law).

Work Related Use of Personal Cell Phones:

The Town may provide an allowance to an employee or Council member to reimburse for work-related communications on their own personal device. If a replacement or repair of a personal device is needed, the Town of Carrot River will NOT, under any circumstances, be responsible for costs associated with repair or replacement of the personal device.

Safety Issues for Cell Phone Use:

Employees whose job responsibilities include driving and who are issued a cell phone for business use are expected to refrain from using their phone (including text messaging) while driving. Safety must come before all other concerns. If a staff member is charged with traffic violations resulting from the use of a cell phone while driving that staff member will be solely responsible for all liabilities that result from such actions.



Electronic Devices (Blackberrys MP3 Players, Etc):

During work time, staff is expected to have full attention on work and not on BlackBerrys, MP3s players, iPods or other electronic communication or music/gaming devices. Use of electronic devices can interfere with productivity, distract others, and create unsafe working conditions. Staff is expected to send text or email messages or make any other personal communications during non-work time and to advise friends and family members of the Town's policy.

The Town will not be liable for the loss of personal electronic devices brought into the workplace. For safety reasons, STAFF MAY NOT, UNDER ANY CIRCUMSTANCES, use a cell phone, or other electronic device, whether personal or Town-provided, while operating a vehicle, machinery, or equipment.

- This restriction includes the prohibited use of ear buds, headphones, earphones or any other sound delivery advice that may be plugged into stereo equipment included on the vehicle, machinery or equipment but DOES NOT apply to sound protection equipment.