

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: April 10, 2014	Revised date: December 12, 2018
	Policy No. 300-10 Payment for use of Employee's Personal Cell Phones	

**Town of Lampman**

**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. Only full time employees that are required to use their personal cell phone for municipal business will be compensated as follows:
  - a. Smart Phone - \$75.00 per month
  - b. Regular Phone - \$25.00 per month
- 1.2. This will be paid in December of each year.
- 1.3. 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:

<b>Document Title</b>	<b>Revision Date</b>	<b>Approved By</b>
Policy No 300-9 Employee Cell Phone Reimbursement	April 10, 2014	Council
Policy No 300-10 Payment of Employee's Personal Cell Phones	December 12, 2018	Council