

**Village of Queen Charlotte**

**COUNCIL POLICY**

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**Name of Policy:** Cell Phone and Telephone Long Distance Calling Procedure

**Reference No:** 7.0

**Date Adopted:** February 1, 2010 ..... R 2.010/06/11

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**Policy:**

Cell phones issued to employees may be used for personal local calling.

It is the policy to monitor the costs for personal use of cell phones and telephones owned by the Village of Queen Charlotte and to recover the costs for personal long distance calls made by employees and members of council.

**Procedure:**

1. Monthly Telus bills for cell phones will be reviewed by the person to whom the phone is assigned and who is in turn responsible to identify personal charges and to remit payment to the Chief Financial Officer within 2 days of receipt of the bill.
2. Monthly Telus bills for the phone system will be reviewed by the Chief Financial Officer, of designate, who will identify questionable long distance calls and seek to recover costs thereof.
3. Employees or members of council who make personal long distance calls are encouraged to record the date and number called in order to ensure that the call is captured for payment.

Signed:

  
\_\_\_\_\_  
Mayor

Feb 2, 2010  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

FEB 2, 2010  
Date