



TOWN OF RAYMOND

Adopted By: Administration

Motion:

Authority to Administer: Chief Administrative Officer

Policy Number: OP-2021-20

Policy Name

Management Cell Phone Purchase Policy

Policy Purpose

To outline the conditions on which a management employee may have a new cell phone purchased by the Town to assist them in their duties.

Policy Procedure

1. Management employees are permitted to have their work cell phone, and cell phone case purchased by the Town at the earliest opportunity that the plan provider allows under the terms of the Town's current service contract.
2. The Town will replace a damaged phone up to 1 time during their employment. If a phone, due to damage, needs to be replaced a 2nd or more time during their employment, the employee will be required to replace the phone & case at their own expense. Upon renewal of the employees' contract, they will once again be eligible for a new phone and case as outlined within the policy.
3. Eligible phones shall be any phone on the service providers current pricing schedule that is:
 - a. No more than 128GB memory; and
 - b. No more than \$999
4. If a management employee wishes to purchase a phone with more memory or that costs more, they may pay the difference and put the Town's contribution towards a higher end phone.