



ELECTRIC WATER SEWER STORMWATER

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www.HANNIBALBPW.org



POLICY:	<u>Cell Phone</u>	DEPARTMENT:	<u>Supervision</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>09/27/17</u>

Purpose:

The Hannibal Board of Public Works (HBPW) requires the use of mobile devices to provide efficiency and expeditious contact of various positions. Based upon job duties and responsibilities, either stated in the job description or deemed necessary by the HBPW General Manager, compensation can be provided. Those positions are: Water Treatment Plant Senior Operator, Wastewater Treatment Plant Senior Operator, Foreman or backup Supervisors, Pretreatment Coordinator, and any other employees as designated by the General Manager.

Guidelines:

For those positions, if the HBPW does not provide a company owned device, a not to exceed amount of \$40.00 will be issued to the employee each month. The HBPW will not be liable for any employee who incurs overage penalties for voice, text, and/or data related services and will remain the sole responsibility of the employee.

Even though the use of a mobile device may be required to perform daily job functions, it is the individual's responsibility to adhere to the Electronic Device Policy.

Originated / Revised History

- Originated – 04/15/05
- Revision 1 – 05/11/05
- Revision 2 – 07/31/09
- Revision 3 – 09/27/17