



pathways
southwest

Towards better mental health

Patron

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Employee Mobile Phone Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Employee Mobile Phone

Policy & Procedure

Policy

This policy covers mobile phones that are owned by Pathways SouthWest and provided to employees in the course of their employment. It also provides employees with a choice of the use of a personal mobile phone in lieu of organisational mobile phones. As a result they may be eligible for compensation in the form of a fortnightly mobile phone allowance to cover the cost of all work related calls. All staff are expected to be available by mobile phone during work hours.

Procedure

1. On call and organisational assigned mobile phones:

Organisation owned mobile phones assigned to specific workers and programs such as Recovery Workers and housing maintenance may be used by multiple employees on an as-needed basis. The phones will be connected to an organisation's mobile phone plan (including unlimited talk and text and mobile data). This phone should be carried by the assigned worker at all times during rostered working hours. The phone is to be used for work related calls, texts and email. It can be used for occasional or incidental personal calls. Extensive personal use of such phones shall subject the employee to disciplinary action and require appropriate reimbursement to Pathways.

The employee will sign for receipt of the phone. If the phone is lost or damaged this must be reported immediately to their Manager. The employee may be liable for a replacement phone.

At the end of their employment, the phone and SIM card must be returned to Pathways SouthWest and the phone and number will be allocated to another position / worker.

2. Mobile phone allowance:

- a. **Eligibility:** Employees eligible for a mobile phone allowance generally include employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require business contact. The Chief Executive Officer shall approve which employees qualify for a mobile phone allowance.
- b. **Allowance Amount:** The standard fortnightly mobile phone allowance shall be determined by the CEO. No further reimbursement for mobile phone costs is available to employees who receive this allowance.
- c. **Allowance Payment:** The approved mobile phone allowance will be paid fortnightly as part of the employee's salary payment and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

3. Employee Responsibilities:

- a. The employee must retain an active mobile phone contract as long as a mobile phone allowance is in place. The employee must provide the organisation with their current mobile phone number and immediately notify their line manager if the number changes. Employees receiving a mobile phone allowance are expected to carry the mobile phone on their person whilst on duty.

EMPLOYEE MOBILE PHONE POLICY & PROCEDURE

- b. Employees may choose the mobile phone service provider and plan design of their choice.
- c. When the employee owns the mobile phone personally, and the allowance provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile phone allowance. If this occurs, staff will be allocated an organisation mobile phone. If, prior to the end of the mobile phone contract, the contract is discontinued for any reason the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current mobile phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

Agreement:

I have read and understood the above conditions for the use of my organisation or personal mobile phone and agree to abide by this policy.

Signed (Employee):

Date:

Authorised (CEO/Manager):

Date: