

County of Elgin

Section: **13**

Human Resources Policy Manual

Subject: **Cell Phone, PDA,  
Laptop Replacement**

Code - **A**

Date Approved: **Dec. 16, 2004**

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Date Last Revision: **Dec. 16/04**

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## **POLICY STATEMENT**

The County of Elgin employees may use cellular phones, personal digital assistants (PDAs) or laptops. The entitlement to these devices is defined in policy 13.20 "Technology Entitlement Policy". This Cell Phone, PDA, Laptop Replacement Policy has been developed in an effort to provide a fair and consistent method of dealing with lost, damaged and stolen cell phones, PDAs and laptops..

## **PURPOSE**

This policy defines who is responsible for the replacement of lost, stolen, damaged or expired cellular phones, PDAs and laptops

## **SCOPE**

This policy applies to all County employees, including all permanent, temporary and contract employees exclusive of associated boards and agencies. This policy shall apply to all purchased and leased County of Elgin cellular phones, PDAs and laptops.

## **DEFINITIONS**

**PDA** or Personal Digital Assistant – a hand-held device intended mainly for mobile access to email, calendar and contact information. These devices may operate in a disconnected mode (where the PDA receives updates only when attached via a cradle to a PC) or in a connected mode (where the PDA receives its updates over a wireless network connection in real time).

**Cellular Phone** includes smart phones.

## **ADMINISTRATION**

This cell phone, PDA, laptop replacement policy is administered by The Information Technology Department. The policy will be reviewed on an annual basis to ensure that it is clear, appropriately implemented.

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### **Cell Phone, PDA, Laptop Replacement**

Each employee assigned a cellular telephone, PDA or laptop shall be primarily responsible for the security and maintenance of the unit, and must immediately report any theft, loss, or vandalism to the Director of Information Technologies. Failure to do so will make the employee personally liable for payment of all calls or network charges made against a lost cellular telephone. The Director of Information Technologies will review the circumstances resulting in the theft, loss or damage. If in the opinion of the Director of Information Technologies the theft, loss or damage could have been avoided then the employee will be responsible for any charges to replace cellular telephones, PDAs or laptops that are lost, stolen or damaged. If in the opinion of the Director of Information Technologies the theft, loss or damage could not have been avoided then the County will be responsible for any charges to replace cellular telephones, PDAs or laptops that are lost stolen or damaged. Any disagreements regarding the administration of this policy between the employee and the Director of Information Technologies will be mediated by the CAO. If the theft, loss or vandalism happens to a device being used by the Director of Information Technologies the CAO will administer the policy.