


**200-75 BYOD Policy**

<b>Policy Area -</b> General Government		<b>Content Last Updated:</b> NEW
<b>Policy Section:</b> Administration		<b>Supersedes Policy:</b>
<b>Policy Name:</b> Bring Your Own Device BYOD Policy		<b>Approval:</b> Dec. 15 / 2022
<b>Policy No:</b> 200-75		<b>Number of Pages:</b> 2

**1. POLICY STATEMENT**

The Resort Village of Candle Lake (RVCL) fully supports a mobile workforce. Mobile devices, such as smartphones and tablets, are important tools for the Resort Village of Candle Lake staff and elected officials to stay in communication and achieve mobility.

**2. PURPOSE**

The purpose of this policy provides standards, and rules of behavior for the use of personally-owned smart phones and/or tablets herein referred to as Bring Your Own Device BYOD by Resort Village of Candle Lake employees and elected officials who conduct work away from the workplace to send and receive work-related communication including voice, text and email messages.

This policy is intended to protect the security and integrity of the Resort Village of Candle Lake's communications and all work-related communications remain the property of the Resort Village of Candle Lake. The Resort Village will respect the privacy of personal BYOD devices and will only request access to work-related messages if required to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings.

**3. DEFINITIONS**

The Resort Village of Candle Lake defines work-related messages as communications that directly or indirectly support the business of Resort Village of Candle Lake. BYOD mobile devices may be used to access work-related voice calls, texts, email, calendars and contacts.

The employee is expected to receive and respond promptly to work-related messages during regular working hours and to emergency after hour messages within a reasonable time. Mobile devices may not be used while operating a motor vehicle except with hands-free technology. Employees are expected to use devices during work hours in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

**4. CRITERIA**

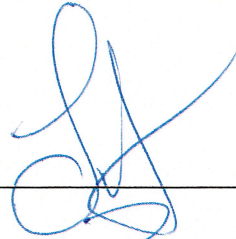
A supervisor may approve an employee who works away from the workplace for the BYOD Policy. The employee is personally liable for all costs associated with their BYOD device. Lost or stolen BYOD devices must be reported to the company within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device. Smartphones and tablets belonging to employees are not allowed to connect to the Resort Village of Candle Lake servers. Resort Village of Candle Lake reserves the right to take appropriate disciplinary action in compliance with any applicable collective agreement up to and including termination for noncompliance with this policy.

## 5. PROCESS

Any approved employee or elected official who has signed a BYOD User Acknowledgement Agreement may submit a request for reimbursement in December of each year. Upon approval of their immediate supervisor, the employee will be reimbursed \$50/month per user by the Resort Village of Candle Lake.

POLICY DATE APPROVED: Dec. 15, 2022

MAYOR: \_\_\_\_\_



RESOLUTION NUMBER: 421/2022

ADMINISTRATOR: \_\_\_\_\_

