



VUNTUT GWITCHIN GOVERNMENT
Government of Vuntut Gwitchin First Nation

CHIEF AND COUNCIL

P.O. Box 94
Old Crow, Yukon
Y0B 1N0

Phone: (867) 966-3261
Fax: (867) 966-3116
Web: www.vgfn.ca

VUNTUT GWITCHIN FIRST NATION
COUNCIL RESOLUTION 02-16-2023 – #02

RE: CELL PHONE ALLOWANCE POLICY

WHEREAS:

- A. The Vuntut Gwitchin First Nation (VGFN) *Constitution* establishes the Vuntut Gwitchin Government (VGG) and a Council;
- B. Council has the duties and powers prescribed to it under the *Constitution* to, among others, set clear policies and guidelines and ensure good management and reporting in all aspects of the Vuntut Gwitchin Government within the jurisdiction of the Council;
- C. The Vuntut Gwitchin Government evolves and responds to global changes and trends as needed such as seeing employees use their personal cellular phones as a means to advance the work of government;
- D. The government seeks to ensure that VGG employees are adequately reimbursed for using their personal cell phone while carrying out VGG business;

THEREFORE THE COUNCIL OF THE VUNTUT GWITCHIN FIRST NATION RESOLVES THAT:

- 1. The Cell Phone Allowance Policy is approved and effective immediately.

THIS RESOLUTION being duly approved by a quorum of the Council at a meeting duly convened on February 16, 2023 at Old Crow, Yukon.

Chief Pauline Frost

Deputy Chief Debra-Leigh Reti

Councillor Jeneen Frei Njootli

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Cell Phone Allowance Policy



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Phone: (867)966-3261
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Web: www.vgfn.ca

Policy identifier (Number or place in structure of the Policy book)

Policy title: **Cell Phone Allowance Policy**

Approval Date: February 16, 2023

Effective Date: February 16, 2023

Narrative context

This policy is intended to establish principles, eligibility, rates, and a process for partial allowance for use of personal cell phones by VGG employees for work purposes.

Scope

Authority – who approved this policy

This Policy was approved by the Chief and Council on February 16, 2023.

This policy is in effect as of February 16, 2023.

Application – who and what this policy applies to

This policy addresses the financial allowance available to employees who use their personal cell phones when carrying out VGG business.

VGG Chief and Councillors, Executive Director, and Directors are automatically eligible for the cell phone allowance. They must complete and submit a Cell Phone Allowance Request Form.

Other VGG Managers and employees who request, or who are required, to use their personal cell phones for VGG business may be eligible for the cell phone allowance with the approval of their supervisor and the Executive Director.

Principles and intent – what are we trying to do with this policy

VGG employees may at times be required (or may choose) to use their personal cell phone for VGG business. VGG recognizes that an allowance helps to partially offset the cost.

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Cell Phone Allowance Policy

Policy core objectives

The core objective of the policy is to ensure that VGG employees are adequately reimbursed for using their personal cell phone while carrying out VGG business.

Definitions

Personally owned cell phone means a cell phone or other personal communications device owned by a VGG employee; which allows for communication by phone, text and email.

Policy provisions

1. Eligibility
 - a. VGG Chief and Councillors, Executive Director, and Directors are eligible for 100% of the allowance amount. The Executive Directive authorization is required for the allowance.
 - b. Other full-time employees are eligible for 100% of the allowance amount. The supervisor's and Executive Directive authorization is required for the allowance.
 - c. Part time employees are eligible for a pro-rated percentage of the allowance amount (e.g. ½ time staff may apply for 50% of the allowance amount).
2. Accessibility of the employee's cell phone number
 - a. If an employee agrees to the allowance, they must use their personal cell phone for work and expect to receive and respond to work calls, texts, and emails during working hours.
 - b. Applying for the Cell Phone Allowance requires the employee's cell phone number to be included in the VGG staff directory in Outlook.
3. Allowance Amount
 - a. As of the Effective Date of this policy, the allowance amount is \$60 per month. This amount is a taxable benefit. The maximum backpay time is six months from the time of requesting the allowance.
 - b. The allowance amount available as part of this policy may be changed at the discretion of the Management Committee.
 - c. Roaming and travel plan add-ons or other extraordinary costs will be reimbursed through the travel claim process when there is a work-related need authorized by the supervisor.
4. Allowance Process

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Cell Phone Allowance Policy

- a. Employees wishing to be reimbursed for use of their personal cell phone must submit a (one-time) Cell Phone Allowance Request Form to their supervisor.
 - b. Once an employee has been approved to receive the allowance, they will receive it automatically once per month through employee Payroll payments.
5. Other Matters
- a. The use by an employee of their personal cell phone for VGG business does not affect their hours or conditions of work.
 - b. Employees will enable reasonable security features on their personal cell phone, such as password and screen lock, or more advanced security measures where required such as 'find my phone'.
 - c. Employees agree that the cell phone will not be generally shared with other individuals due to the business use of the device (potential access to VGG e-mail and data, etc.).
 - d. Employees will report loss, theft, damage, suspected misuse or device compromise to their supervisor immediately.
 - e. Costs associated with the general functioning and maintenance of the personal cell phone (e.g. software, application upgrades, batteries) are the responsibility of the employee.
 - f. The cost of software, programs or applications that are required as part of the employee's VGG work will be paid for by VGG; however, approval for such a cost must be obtained from the supervisor beforehand.
 - g. VGG will not replace any personal cell phone that is lost or damaged while used for work purposes. Employees are responsible for the replacement of their cell phone.
 - h. This policy is intended to be consistent with Management Committee Directive #7 – Internet and Cell Phone Reimbursement. In the event of a conflict between this policy and the directive, the latter shall take precedence.

Roles and responsibilities

Employees – All employees are expected to use personal cell phones in a fair, transparent, timely, effective, and responsible manner, while conducting VGG business. Employees are responsible for completing the Cell Phone Allowance Request Form and advancing to their supervisor. Employees are responsible for adding their cell phone number to the Global Address book in Outlook.

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Government of Vuntut Gwitchin First Nation

Cell Phone Allowance Policy

Supervisors – Supervisors will review requests for the cell phone allowance and make recommendations to the Executive Director when needed for non-management employees. Supervisors are responsible for verifying that employees with the allowance have added their cell phone number to the Global Address book in Outlook.

Executive Director – The Executive Director will review and approve all requests for a cell phone allowance.

Finance – Finance will set up payment processing for the employee and execute payments.

Review

This policy will be reviewed by the Executive Director annually to ensure it is being implemented as intended and that the allowance rates are appropriate.

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Executive Director – The Executive Director will review and approve all requests for a cell phone allowance.

Finance – Finance will set up payment processing for the employee and execute payments.

Review

This policy will be reviewed by the Executive Director annually to ensure it is being implemented as intended and that the allowance rates are appropriate.



Vuntut Gwitchin Government

Cell Phone Allowance Request Form

Vuntut Gwitchin Government provides Chief and Councillors, Executive Director, Directors and other approved employees with a \$60.00/month cell phone allowance to compensate for work related use of their personal cell phone.

Note 1: An allowance provided to employees for work related use of their personal cell phone and/or service is a taxable benefit to be processed through Payroll and will be included on the employee's T4.

Note 2: Applying for the Cell Phone Allowance requires the employee's cell phone number to be included in the VGG staff directory in Outlook.

Employee Name: _____

Employee Position: _____ Department _____

Account Code to be Charged: 6184-80-----
Dept Branch Program

The Cell Phone Allowance amount of **\$60.00/month** is effective 1st day of _____
(Month, Year), and payable the first payroll of the each calendar month for which the allowance applies
(maximum backpay of six months from application date). Part-time employee allowance is pro-rated.

Employee Signature: _____ Date: _____

Supervisor Authorization:

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Executive Director Authorization (for non-management employees):

ED Name: _____

Signature: _____ Date: _____

Please forward completed form to Payroll for processing

This form is effective February 16, 2023



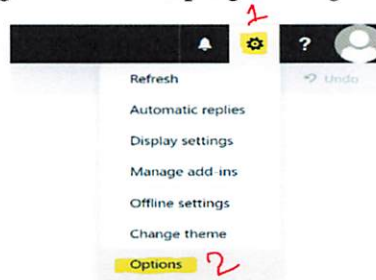
Vuntut Gwitchin Government

HOW TO ADD PHONE NUMBER TO GLOBAL ADDRESS BOOK

1. Open any web browser (Google Chrome, Microsoft Edge). Go to <https://remote.vgfn.net/>
2. Sign in with your username and password.
Username: `vgfn\firstname.lastname` {old users might have their username as their position not by name}
Password: Your email password



3. After Signing in, click on the gear icon on top right and go to 'options'



4. Go to General, my accounts and update your phone number in the 'work phone' field.
5. Then Click 'Save' at the top of the page.

