

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(j)	Telephone expenses
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

An employee who is required by Council to be available for contact by telephone at his/her private residence, and/or who occupies a position where it is frequently necessary to conduct business outside normal working hours, shall be reimbursed for telephone rental and for any business calls made.

Council will reimburse the full cost of standard telephone rental charges for one telephone outlet only.

The conditions outlined in this policy do not apply to employees who are issued with a mobile telephone either on a full-time basis or temporarily whilst on call for Council.

Guidelines/ Procedures

Council will process the appropriate reimbursement to the employee upon provision of a receipt for payment of the account. Accounts are to be submitted to the Treasury Section.

Directors may authorise exceptions to the policy as follows:

- Employees who have been issued with a mobile telephone on a full-time basis may be eligible to receive reimbursement of telephone rental in accordance with the policy if they are able to demonstrate that they reside in an area without an adequate mobile network signal.
- Employees who have the use of a mobile telephone for the purpose of being on call may be eligible to receive reimbursement of telephone rental in accordance with the policy if they are able to demonstrate that, at other times, they are required to be available to make/receive calls at home regularly as part of their duties.