

Policy No.: P-07-2023	Section: Personnel	Page #1 of
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Title:	Disposal of Electronic Devices – Employees
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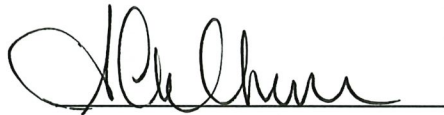
Rescind Policy:	NA
Legislation Reference:	Municipal Government Act

Purpose: To establish guidelines on the disposal of electronic devices purchased for Employees.

- 1. Definitions:**
- Administration* means the staff of the Town of Smoky Lake under the direction of the CAO.
- CAO* means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.
- Disposal* means the transferring and/or selling.
- Electronic Device* means computers, cell phones or any other electronic device provided to Councillors.
- Town* means the Town of Smoky Lake.
- 2. Disposal of Electronic devices**
- a. Electronic devices are deemed unsuitable for use after a period of time, typically up to six years, and may be sold to employees for a fee of \$50.00 to cover the cost of formatting the device.
 - b. Employees assigned electronic devices shall have the option to purchase their device once the device has been removed from operations.
 - c. If the employee does not wish to purchase the device, it shall be offered to all other employees and non-profit groups, at the discretion of the CAO. If more than one employee is interested in purchasing the device, names shall be drawn to determine who gets the device.

- d. If an employee voluntarily leaves their position and the CAO determines that the device is at end of life and due for replacement, the employee will have the option of purchasing the electronic device.
- e. Electronic devices purchased by an employee must be returned to administration where the electronic device shall be restored to its original setting. All municipal related information shall be removed and network connections to the Town of Smoky Lake shall be disconnected.

	DATE	RESOLUTION NUMBER
Approved	June 19, 2023	314-2023
Amended		
Amended		



Amy Cherniwchan
Mayor



Dawn Phillips
Chief Administrative Officer