

## ***Personal Use of Health Unit Equipment and Services***

<b>Reviewed Date</b>		<b>Number</b>	<i>TQ0110</i>
<b>Revised Date</b>	<i>March 3, 2010</i>	<b>Approved Date</b>	<i>February 28, 1998</i>

### ***Introduction***

It is recognized that staff may find it convenient to use health unit equipment or services for personal use.

### ***Purpose***

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees, students and volunteers of the parameters for personal use of health unit equipment and services.

### ***Legislative Authority***

N/A

### ***Policy Definitions and Interpretation***

Equipment is defined as photocopiers, facsimile machines, and telephones. Services are defined as mail and courier.

### ***Policy***

Board of Health members, employees, students and volunteers will reimburse the agency for use of equipment /services for personal use. Personal use of Audio Visual equipment is not permitted.

### ***Procedures***

To offset administration costs and maintenance the following fee guide has been established.

#### **1. Photocopying**

Charges:

- white paper - 5 cents per copy
- coloured paper - 7 cents per copy
- transparencies - 25 cents per copy

Employees must pay the petty cash custodian in their office immediately following photocopying. In the outer offices this is the Program Assistant. In the Barrie Gravenhurst Office this is the Receptionist.

#### **2. Facsimiles**

Charges:

- \$ .50 each page

1. There will be no charge for local or 1-800 numbers.

2. Employees must record their facsimile on the facsimiles record sheet and mark personal fax.
3. Employees must pay the petty cash custodian in their office immediately following faxing. In the outer offices this is the Program Assistant. In the Barrie Gravenhurst Office this is the Receptionist.

### **3. Courier**

Charges:

- Purolator rate plus \$1.00
1. Employees complete the bill of lading. There will be an additional \$5.00 charge for incomplete or inaccurate information.
  2. For shipments consider out of the ordinary such as out of province, out of country or special delivery instructions, staff members will contact Purolator Courier directly to determine cost.
  3. Employees must pay the petty cash custodian in their office immediately following completion of the bill of lading. A copy of the bill of lading is submitted with your payment. In the outer offices this is the Program Assistant. In the Barrie Gravenhurst Office this is the Receptionist.

### **4 Mail**

1. Personal mail may be sent out with the health unit mail.
2. Appropriate postage is the responsibility of each individual. Postage may be purchased from the petty cash custodian or receptionist.

### **5. Telephone Calls**

1. Employees may make personal local phone calls on their personal time.
2. Long distance calls will be permitted provided they are charged to a personal calling card. At no time are employees permitted to charge personal long distance calls to the health unit.

### **6. Cell Phones**

Charges:

- 10 cents per minute for local calls
- Long distance charges as billed.

Personal use of mobile communication devices deployed by the agency may be permitted provided employees reimburse the agency for any costs incurred as a result of personal use.

#### ***Related Forms***

#### ***Related Policies***

TQ0108 Cell Phone and Other Mobile Communication Devices – Deployment and Use

**Final Approval Signature:** \_\_\_\_\_

**Review/Revision History:**

Revised: January 26, 2000

Revised: March 3, 2010

September 2010 Policy re-numbered, previous number B2.090