

Administrative Procedure 407

DIVISION CELL PHONES

Background

Cell phones may be provided for Division employees who meet the following criteria:

- The individual is away from his/her workstation on a regular basis as a result of the nature of their duties and responsibilities.
- The individual requires real-time access and response capability to Division electronic resources while away from his/her workstation.
- The nature of the work assigned requires the individual to be reasonably available outside of normal office hours.

Procedures

1. Procurement

- 1.1 The approval to procure a cell phone will be the responsibility of the school/department administrator. A Cell Phone User Agreement must be completed to request the cell phone.

2. Cell Phone

- 2.1 The cell phone will be selected from the approved list of phones. The school/department budget will pay for a basic cell phone, but employees will be given the option of upgrading the cell phone, provided they pay the additional cost personally. Employees will be eligible to replace the cell phone every three (3) years or earlier if the cell phone is malfunctioning and cannot be fixed.

3. Security of the Cell Phone

- 3.1 The cell phone user is responsible for the security of the cell phone, and the confidentiality of the Division information it contains.
- 3.2 The cell phone is the property of the Division, issued to carryout Division business, and is only to be used by the authorized user.
- 3.3 At no time will the user provide access to the cell phone to anyone else, including family members and colleagues.
- 3.4 The cell phone will be password protected.

4. Service Plan

- 4.1 All cell phones will be added to the Division's corporate account. Unless prior approval is provided by the Superintendent or designate, the plan will be the basic Service Plan approved by the Division.

5. Personal Use

- 5.1 Personal use that does not conflict with Division use of the cell phone is permitted.
- 5.2 As per CRA guidelines, such personal use will not be considered a taxable benefit if it does not result in additional charges over the basic Service Plan cost.
- 5.3 The basic monthly Service Plan cost is considered to be \$35, including GST. Any charges exceeding this amount will be considered personal and will be reimbursed by the employee to the Division.
- 5.4 Personal charges are to be reimbursed to the Division within one month of receiving the cell phone bill and can be reimbursed by either deducting the amount from an expense claim or submitting payment via Rycor Fee Management software.

6. Travel

- 6.1 If an employee is travelling outside of Canada on Division business or for personal reasons (i.e. vacation), prior to leaving on the trip the employee must discuss with his/her supervisor if there is a business requirement to use his/her Division cell phone while out of the country.
- 6.2 If the supervisor deems that there is a business requirement for use of the Division cell phone while the employee is out of the country, the supervisor will send an email to the Director of Finance advising the Finance Department of the number of days the school/department will cover the cost of the daily rate for the Easy Roam Add-On. The employee will endeavor to ensure usage of the Division cell phone stays within the limits of the Easy Roam Add-On and the limits set by the supervisor. These pre-approved additional costs will be covered by the school/department.
 - 6.2.1 Following are the considerations for supervisors when approving business use of the Division cell phone while an employee is out of the country:
 - 6.2.1.1 Is the employee travelling on Division business or for personal reasons?
 - 6.2.1.2 Does the employee have access to adequate Wi-Fi during the trip?
 - 6.2.1.3 Does the nature of the employee's position require them to be reasonably available during the trip?
 - 6.2.1.4 Is there an expectation and requirement that the employee will read and respond to emails or engage in other work requiring access to data throughout the duration of trip?
 - 6.2.2 Employees travelling outside of Canada shall follow common practices to minimize Division cell phone roaming charges.
- 6.3 If the employee has been advised by his or her supervisor that there is no business requirement to use his/her Division cell phone while they are out of the country,

travel-related charges (i.e. long distance and roaming charges) incurred during the trip will be reimbursed by the employee to the Division.

7. Costs

- 7.1 Schools/departments are responsible for all costs related to the cell phone assigned to employees, including hardware, accessories, service plans and overages.
- 7.2 The Finance Department will review monthly invoices and cell phone bills exceeding \$35 will be emailed to both the employee and his/her supervisor for review. If, after review of the invoice, the employee and his/her supervisor confirm that all charges are business related, the supervisor will send an email to the Director of Finance confirming that no personal charges were incurred.
- 7.3 Supervisors will be responsible to ensure that, as per 5.3, all costs incurred due to personal use by their staff is reimbursed to the Division.

8. Unacceptable Use

- 8.1 Any cell phone activity for personal "for profit" business use is prohibited.
- 8.2 Unacceptable use of Division cell phones may result in the cancellation of the privilege of the use of the cell phone.
- 8.3 Unacceptable use may also be considered misappropriation of Division funds, resulting in disciplinary action which may include termination of employment.

9. Use While Driving a Motor Vehicle

- 9.1 Employees may use a hands-free device to talk on their cell phone while driving a motor vehicle provided that safe driving always takes precedence. Conversational or involved conversations are best deferred until the employee has pulled over and stopped the vehicle.

10. Termination of Employment

- 10.1 A cell phone user must surrender the cell phone upon termination of employment or leaving the position which was eligible for a cell phone.
 - 10.1.1 A cell phone user may submit a request to the Associate Superintendent – Business & Finance to purchase their cell phone from the Division. The cost will be the non-depreciated portion of the cell phone that was covered by the Division, with a minimum cost of \$50. The value of the cell phone will be depreciated at the end of each month from the date of purchase, over a period of thirty-six (36) months.
- 10.2 Data pertinent to the Division must be removed from the cell phone upon termination of employment with the Division or discontinued use of the cell phone by the employee.
- 10.3 The cell phone user will be able to retain their assigned phone number upon termination of employment or leaving the position which was eligible for a cell phone, provided that the Finance Department is notified of the request, a minimum of two weeks prior to termination.

11. On Leave from Position

- 11.1 If a cell phone user is on a leave of absence for more than 30 days, the cell phone monthly charges will be considered 100% personal and must be reimbursed to the Division.
- 11.2 If a cell phone user is on a leave of absence for more than 90 days, they must surrender the cell phone. The cell phone will be wiped and redeployed. The employee will be provided a cell phone upon return to the position.

12. Lost Cell Phone

- 12.1 In the event that the cell phone is lost or stolen, the employee must immediately contact the IT Manager by work phone or email.
- 12.2 Telus Corporate Support is also to be called immediately at 1-866-888-3587.
- 12.3 The IT Manager will wipe the data from the phone, and Telus will suspend the services.
- 12.4 The employee may be expected to reimburse the Division for the non-depreciated value of the cell phone at the discretion of the employee's supervisor in consultation with the Associate Superintendent – Business & Finance.

Reference: Section 31, 51, 52, 53, 196, 197, 222 Education Act
ATA Code of Professional Conduct
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
Freedom of Information and Protection of Privacy Act

Form: 407-1 Cell Phone User Agreement