

 Policies and Procedures		9610	Mobile Phone Issuance, Usage and Reimbursement			
		Replaces: 9600	Reimbursement for Home Internet, Cell or Land Phone Costs			
		Effective:	2015-07-01	Next Review:	2020-06-01	
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee		2015-06-17		
Vice President College Services	Director of Finance	Recommended/Approved by Education Council		N/A		
		Approved by President		2015-09-01		

A. PURPOSE

This policy fulfills the following purposes:

1. to define the process for issuance of mobile communications devices,
2. to clarify the intended usage of College-issued mobile communication devices, including the responsibilities of the employees, and
3. to lay out the reimbursement guidelines for usage of personal mobile communications devices for College business

B. SCOPE / LIMITS

The Information Technology Services (ITS) Department will annually determine a list of mobile devices that will be considered the College standards. Those employees wishing to obtain an alternate device must obtain approval from their approving manager.

The following employees are eligible for a College mobile phone:

1. senior managers and other employees in supervisory positions who need to be reachable when out of their offices and/or outside of regular business hours,
2. employees whose responsibilities require them to be available for emergency or health and safety issues such as first-aid attendants and those working in the student residence, and
3. those who frequently work alone (e.g. custodians, recruiters.)

Instructors assigned to teach distance-education courses are eligible for home phone or personal mobile phone reimbursement only where there is proof of use for College purposes and an actual expense to the employee (i.e. invoice showing non-personal charges).

C. PRINCIPLES

To assist College employees in fulfilling the duties of their positions, the College provides mobile communications devices (mobile phones). With appropriate approval, the College will issue a College-supported mobile phone to the College employee. College-issued mobile phones are to be issued based upon College needs and are to be used, managed and treated as any other College resource.

In instances where the eligibility requirements for a College-issued mobile phone, listed in B above, are not met and the employee needs to utilize their personal mobile phone for College business, and upon appropriate authorization from the approving manager (Manager/Dean/Director/Vice President, President), the College will reimburse the employee for reasonable costs depending on the facts of each individual case and following the guidelines below. College-related business long-distance charges for home phones are also reimbursable upon proper authorization from the approving manager.

When approved, reimbursement costs will be charged to the appropriate departmental account; in the case of online or distance courses, this means the School, and not the Distributed Learning Centre or other central account.

D. ISSUANCE PROCEDURES

In order to be assigned a College-issued mobile phone, one must provide a request (see form below) to the appropriate approving manager. The approved form will then go to the Purchasing Department for processing. When a request for a non-standard device is received, the approving manager will consult with ITS to ensure the device can be technically supported before approval will be granted.

E. EMPLOYEE RESPONSIBILITIES

The custodian of the device is responsible for its usage. Employees with College-issued mobile devices are expected to obey all applicable laws regarding the device and adhere to relevant College policy (see list at the end of policy). A phone that is lost, stolen or damaged must be reported to TELUS and to Purchasing immediately.

Data capability should be turned off when travelling internationally and only turned on when required. Excessive charges such as international roaming charges (including the USA) may need to be reimbursed to the College. "Roaming packages" can be acquired for periods of time away from the College by contacting the Purchasing Department.

Any applications downloaded for personal use are the responsibility of the employee.

Failure to abide by this policy, depending on the circumstances, may result in the de-activation and confiscation of the mobile phone, reimbursement to the College of costs associated with over-charges and/or the cancellation of reimbursements.

F. ALLOWABLE REIMBURSEMENTS

It is understood that employees will use the College-issued phone for personal business but the primary purpose is to conduct College business. Personal use in excess of the College plan must be reimbursed to the College.

Additional expenses that will be covered by the College include the following:

1. one case protector per issuance of a new cell phone, and
2. one car charger if the employee's position within the College requires travel

Replacement of items that come with the original issuance of the cell phone will not be reimbursed (e.g. wall charger, computer connection charger, etc.). Exceptions may be reviewed and determined on an individual basis.

G. OTHER RELEVANT POLICIES

6000 - Employee Code of Conduct

6010 - Human Rights

6410 - Working Alone or in Isolation

6500 - Responsible Use of College Email

7110 - Acceptable Use of Electronic Resources

9200 - Acquisition of Goods and Services

9400 - Reimbursement for College Business Expenses