

Administrative Procedure 548

DIVISION CELL PHONE ASSIGNMENT AND ALLOWANCES

Background

The Division endorses the use of cell phone technology to support the administrative needs of a school or department. This administrative procedure applies to all staff in receipt of a division cell phone assignment or an allowance.

Procedures

Allocation

1. At their discretion, a Principal or Department leader may authorize the assignment of a division cell phone or an allowance for an employee based on the following criteria:
 - 1.1 The employee is required to be contacted in an emergency
 - 1.2 The employee must be reachable at all times as part of their duties
 - 1.3 The employee works significantly outside of Central Learning Services and the schools
2. If an allowance is authorized, the employee shall procure their own phone and plan and will receive \$66.93 per month, starting the month the allowance is authorized.
3. If a division cell phone is assigned:
 - 3.1 The phone is the property of the Division and will be assigned to a division cell phone plan.
 - 3.2 The employee shall have up to one thousand dollars (\$1,000.00) to spend on the phone per 3 year period, which shall be charged to the budget of the school or department. If more is spent, the employee shall authorize payroll to deduct the difference from their pay in the month the phone is purchased.
 - 3.3 The employee may transfer their own phone to the division plan and retain ownership of the phone. This shall not be at the cost of the division.

Termination

4. The allowance or assignment of the division cell phone shall be terminated:
 - 4.1 At the discretion of the principal or department leader
 - 4.2 Upon the termination of the employee

- 4.3 If the employee is working for another organization under a secondment or employee interchange agreement, if the organization will not pay for the charges.
5. Upon the termination of the assignment of a division cell phone:
 - 5.1 The employee shall return the phone and accessories to the division. The division may sell the phone back to the employee at market value at its discretion. Data pertinent to the Division must be removed from the device.
 - 5.2 At its discretion, the division may retain ownership of the phone number or allow it to be transferred to another plan.

Usage

6. The expectation is that when the employee receives an allowance or is assigned a division cell phone, they are accessible for contact outside of business hours.
7. The employee is responsible for any overages or roaming charges if they are not incurred due to division business. The charges shall be deducted from the employee's pay in the month they are incurred.
8. If the cellular phone will be required for division business outside of Canada, it is expected that Division cell phone users will confirm regular rates with Technology Services, prior to leaving Canada, and add a foreign cellular plan to the phone to avoid excessive charges while away.
9. The provisions found in Administrative Procedure 140 Use of Technology & Access to Division Resources apply to this procedure.
10. All staff supplied with a Division cell phone or an allowance are responsible for the management and safekeeping of the information stored on the device and ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure, or disposal of the information. Sensitive and confidential information stored on the Division owned or staff cell phone must be kept to a higher standard due to the higher risk of equipment theft.

Reference: