

## 3.3.1

**Policy Title:** 3.3.1 Mobile Devices

**Section:** 3.0 Operations

**Last Approved:** October 2019

### BACKGROUND

The purpose of this policy is to define eligibility requirements and options related to mobile devices for the Association.

### APPLICATION

This policy applies to all executive members and employees within the Association who have been supplied with a mobile device for Association business or who are reimbursed for mobile device expenses.

### POLICY STATEMENT

#### Mobile Device Eligibility

1. One or more mobile device shall be supplied to the President and Vice President of the Executive, the Executive Director and to all Directors.
2. With approval of the Executive Director, a mobile device may be supplied to any staff member who is required to stay in communication with the office, or maintain productivity when working outside of the workplace.

#### Mobile Device Options

3. Whenever possible, the association will provide a mobile device to eligible executive members/employees using existing contracts.
  - 3.1. Mobile devices provided by the association are to be used for work purposes following the guidelines outlined below. Failure to follow these guidelines may result in disciplinary action up to and including termination of the employment contract.
  - 3.2. In situations where an existing contract is not available, executive members and employees may have the option to seek reimbursement for business use expenses of their personal mobile device or transfer responsibility for their account to the association.
4. Expense Reimbursement – Eligible executive members and employees approved to use a personal mobile device for business purposes, will be eligible for expense reimbursement within certain limits. This includes a base expense reimbursement up to the cost of voicemail and a wireless voice and data plan to the base amount for the association account. The association will provide a reimbursement for reasonable long distance charges incurred for association business.
  - 4.1. Executive members/employees will ensure that they have a long distance plan that minimizes long distance charges associated with association business.

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- 4.2. With this option, eligible executive members/employees retain ownership of the cellular phone number.
- 4.3. Executive members and employees will be required to submit mobile device expense statements in order to be reimbursed for business use expenses. Business use expenses associated with personal cell phones incurred prior to the date of this policy or employees not eligible for a business cell phone may be eligible for business use expense reimbursement at the discretion of the Executive Director.
5. Executive members and eligible employees may also have the option to transfer their existing account to the association account if there is no existing contract associated with a mobile device for them to use. With this option, executive members and employees will be required to follow the acceptable use policy for the mobile device and will be required to transfer responsibility for the mobile device contract to themselves should they no longer occupy an eligible executive position or leave the employment of the association.
  - 5.1. With this option, the association has ownership of the cellular phone number and may choose to retain ownership should the executive member or employee no longer occupy an eligible executive position or leave the association.
  - 5.2. The Association will not be responsible for any contract cancellation charges associated with this option.

#### **Mobile Device Use Agreement**

6. All executive members and employees of the SSBA who are supplied with a mobile device shall use the device in a reasonable and fiscally responsible manner and shall abide by the following procedures when utilizing the device:
  - 6.1. Advise Corporate Services when traveling outside the province with the device or ensure that cellular and data plans are sufficient to minimize association expenses. Individuals maintaining personal mobile devices must ensure that plans are sufficient to minimize business use charges while travelling.
  - 6.2. Device upgrades will only be made with the approval from the Director of Corporate Services.
  - 6.3. When utilizing a mobile device to access data heavy services, connect to a Wi-Fi network as soon as possible, to prevent possible cellular data charges.
  - 6.4. When traveling in any region where data roaming charges may occur, limit data usage to that required for business use. Wi-Fi should be used where available.
  - 6.5. When traveling in regions where texting roaming charges may occur; limit texting to that required for business use.
  - 6.6. When traveling in any region where cellular voice roaming charges may occur; limit calls to those required for business purposes.

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7. All mobile device charges which are found to be non-work related will be the responsibility of the employee who incurred these charges. Payment for these charges will be made to the Association or deducted from payroll as soon as they are known.
8. Loss or damage to mobile device equipment must be reported to Corporate Services as soon as known.
9. Employees will return all mobile device equipment that is owned by the Association upon termination of employment. At the discretion of the Director of Corporate Services, employees may have the option to transfer the phone number and/or device to a personal account.

**REFERENCES**

Mobile Device Responsibility Form