



CELL PHONE USE GUIDELINES

GENERAL INFORMATION

Yukon Education provides Cell Phones to some employees for business use. Yukon Education may also reimburse some employees for the business use of their personally owned cell phone.

PURPOSE

The purpose of these guidelines is to provide direction to employees about the appropriate use of Cell Phones for business purposes, in accordance with the ICT Operational Policy entitled 'Personal Devices'.

DEFINITIONS

A 'Cell Phone' is a mobile phone that allows the user to send and receive voice messages, Short Message Service (SMS) or 'text messages', to take and send pictures, and access the internet using a cell phone network.

'MDM/EMM' – Mobile Device Management (MDM) and Enterprise Mobility Management (EMM) are a technology platform allowing for central information technology management, inventory, and the provision of services for mobile technology.

'Personal Cell Phones' are cell phones and smart phones owned by employees of Yukon Education.

A 'Smart Phone' is a mobile phone with the same functionality as a cell phone as well as additional features such as connection to a wireless internet service, the ability to send and receive e-mails, store information, and the ability to install and use various mobile applications.

GUIDELINES

General

For the purposes of these guidelines, both cell phones and smart phones are referred to as 'Cell Phones'.

The use of Cell Phones for business purposes does not obligate staff to perform work outside of their normal hours of work, without authorization by their supervisor.

All business use of Cell Phones by Yukon Education staff (including use of personal cell phones for business purposes) is subject to the laws and policies that apply to Yukon Education, including the provisions and requirements of the *Access to Information and Protection of Privacy Act*.

Cell Phones are authorized for:

- all members of the Executive Management Team; and
- employees who are required on a regular basis to communicate with other staff or the public in order to carry out their work duties when they are out of the office.

Cell Phones Provided by Yukon Education

When Yukon Education provides an employee with a Cell Phone, it pays for the cost of the approved Cell Phone package.

Employees who are provided with a Cell Phone will be notified of the terms of the approved Cell Phone package.

If an employee is authorized by his or her supervisor to use a Cell Phone for business purposes outside of Canada, the employee will consult with Education Support Services to ensure that the appropriate Cell Phone package is in place. Any additional business-related costs will be paid by Yukon Education.

All Cell Phones must be obtained through Education Support Services, including any requests to change a Cell Phone package. Cell Phone accessories (e.g. cases, etc.) can be purchased by the work unit.

If an employee leaves Yukon Education for any reason (e.g. temporary assignment, retirement, resignation) the Cell Phone and all related accessories must be returned to Education Support Services.

Employees must adhere to all legal requirements governing the use of a Cell Phone while driving a vehicle for work-related purposes.

Use of Cell Phone for Personal Purposes

Employees can use a Cell Phone provide by Yukon Education for personal purposes.

If a Cell Phone is used for personal purposes and costs are incurred that exceed the cost of the approved Cell Phone package, the employee must reimburse Yukon Education for the excess costs.

Education Support Services will provide the employee with a copy of his/her monthly Cell Phone billing statement when the bill exceeds the cost of an approved Cell Phone package. The employee must review the statement to ensure its accuracy and to determine if there are any charges for personal use that must be reimbursed. A copy of each billing statement (see above) will also be provided to the employee's supervisor for review.

To reimburse Yukon Education for the costs associated with personal use of a Cell Phone, the employee may submit cash or a cheque to the Finance Branch within two weeks of receipt by the employee of the billing statement.

Use of Personal Cell Phone for Business Purposes

If an employee is authorized by his or her supervisor to use a personal Cell Phone for business purposes Yukon Education will reimburse the employee at the following rates:

- Voice Only: \$22.50 per month
- Voice with Data: \$45.00 per month

A copy of the employee's cell phone bill along with the appropriate form must be submitted to Education Support Services, Accounting, with the Supervisor's signature which authorizes the reimbursement. Education Support Services, Finance will then process reimbursement for the employee.

All personal Cell Phones used for business purposes must remain (either partially or fully) enrolled in ITSS's specified MDM/EMM system and must be compliant with Yukon Government and Yukon Education standards.

Personal Cell Phones used for business purposes must be subscribed to a cell phone package that is adequate to meet operational requirements.

Employees who use a personal Cell Phone for business purposes must agree that Yukon Education will make that phone number available as appropriate according to operational requirements.

If there are costs resulting from an employee switching from a Cell Phone provided by Yukon Education to a personal Cell Phone used for business purposes (e.g. early termination of cell phone plan), these costs must be borne by the employee's work unit.

ROLES AND RESPONSIBILITIES

The Director, Finance and Administration is responsible for the administration of this policy.

ITSS is responsible for providing the enrolment and management of and for providing wireless network access to all Cell Phones used by Yukon Education staff for business purposes.

Supervisors and Managers are responsible for authorizing the provision of Cell Phones and the use of personal Cell Phones for business purposes, and for ensuring that Cell Phones meet the requirements of these guidelines.

Supervisors and Managers are also responsible for informing their employees who are provided with Cell Phones of the requirements of this policy, and for reviewing billing statements that exceed the approved Cell Phone package to determine if there are any charges for personal use that must be reimbursed.

Education Support Services is responsible for informing employees of the terms of the approved Cell Phone package when a Cell Phone is provided to the employee.

Employees who have been provided with a Cell Phone for business use are responsible for reviewing each billing statement that exceeds the approved Cell Phone package to ensure accuracy and to determine if there are charges for personal use that must be reimbursed, and for otherwise using the Cell Phone in accordance with this policy.

Employees who are authorized to use a personal Cell Phone for business purposes are responsible for the replacement of their personal Cell Phone. Yukon Education will not replace any personal Cell Phone that is stolen, lost, or damaged.

APPLICATION

These guidelines apply to all employees of Yukon Education.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of these guidelines cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

These guidelines are effective June 1, 2015.

LEGISLATIVE AND POLICY REFERENCES

Information and Communications Technology Operational Policy 'Personal Devices'.

HISTORY

Cell Phone Use Policy, effective January 1, 2013; amended by Cell Phone Use Guidelines effective June 1, 2015.