Responsibility: Coordinating Superintendent, Business Services & Treasurer of the Board

Legal References: Ontario Occupational Health and Safety Act
Bill 118 – Highway Traffic Act

Related References: Administrative Procedure 4060 – Board Email Protocol
Administrative Procedure 4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies
Administrative Procedure 4790 – Classification and Security of Data


Reviewed: May 2017, April 2018

1. Preamble

The following procedure provides information regarding the approval of cellular devices (devices) covered by the Waterloo Region District School Board (WRDSB). Only approved positions, as identified in Appendix A, are eligible for a cellular device covered by the WRDSB. Cellular devices shall be defined as any cellular device capable of supporting a cellular and/or data plan.

2. General

2.1 A cellular device may be required for certain positions which meet the following criteria:

2.1.1 The defined role supports mission-critical services and is required to be reachable immediately; or

2.1.2 Access to a cellular device has been deemed necessary in order for the employee to conduct their day-to-day business activities.

2.2 Positions that have been identified as meeting these criteria are set out in Appendix A. Any request for a cellular device to support a position not listed in Appendix A must be submitted, with direct supervisor approval, to the Coordinating Superintendent, Business Services & Treasurer of the Board.

2.2.1 The positions identified in Appendix A will be reviewed annually by the Coordinating Superintendent, Business Services & Treasurer of the Board, or designate.

2.3 New employees or employees new to a position requiring a phone for WRDSB business, and whose position is listed within Appendix A, are required to log an IT Service Desk ticket.
3. Devices on the WRDSB Account

3.1 Use must be acceptable and reasonable and not for the purpose of illegal transactions, harassment or obscene behavior, in accordance with current WRDSB policies and government legislation.

3.2 Employees are expected to adhere to Federal and Provincial legislation governing the use of cellular devices.

3.3 All devices accessing WRDSB information must be password protected at all times.

3.4 If a device on the WRDSB account is lost or stolen, the employee is to log an IT Service Desk ticket explaining the circumstances. Replacement of the device, and any cost to the employee, will be addressed on a case-by-case basis.

3.5 If a WRDSB device is not working or is damaged, log an IT Service Desk ticket with complete details. Possible replacements will be addressed on a case-by-case basis.

4. Tier 1 Devices (smartphone with data plan)

4.1 Purchase

4.1.1 The WRDSB covers $155 towards a Google supported device and protective case. The employee is responsible for covering any incremental cost (above $155) incurred to purchase the device, accessories or additional warranties; these expenses are not eligible for reimbursement.

4.1.1.1 There is a $0 device option available.

4.2 Monthly Fee

4.2.1 For devices on the WRDSB account, the WRDSB will cover expenses reasonably incurred in the course of business.

4.2.2 For positions that are eligible for a Tier 1 device, if an employee chooses to use their personal device, they will be reimbursed an amount equal to the WRDSB’s current monthly rate. Reimbursements are processed semi-annually via electronic funds transfer (EFT).

4.2.3 Roaming charges and other additional charges not included in the WRDSB monthly plan are to be reimbursed to the WRDSB. The employee will be sent an email by Financial Services requesting reimbursement. If the additional charges are related to WRDSB business, the approval of their Superintendent is required in order to waive the reimbursement.

4.2.3.1 An upgrade or new activation commits the WRDSB to a two year contract; therefore a fee will apply if the employee leaves, retires or resigns from the eligible position within two years of ordering a new device.

4.3 Temporary Assignments

4.3.1 For temporary assignments greater than one month, where the position being filled is deemed to require a device (Tier 1), the employee will be reimbursed at the WRDSB’s current monthly rate for using their personal device and paid a lump sum at the end of the assignment. Financial Services will send the employee the applicable form.

4.3.2 According to Canada Revenue Agency regulations, this is a non-taxable benefit.
4.4 Unpaid Leave

4.4.1 Employees on a deferred salary leave (DSL) greater than one month may retain their (Tier 1) device and reimburse the WRDSB for the monthly charges. Financial Services will contact the employee to arrange payment.

4.4.1.1 Employees on a Long-term Disability leave may retain their board issued phone number, at no cost to the employee, for up to 6 months. After six months, Financial Services will contact the employee to arrange for them to reimburse the WRDSB for the monthly charges.

4.5 Device or Option Changes

4.5.1 If an employee currently using a Tier 1 device on the WRDSB account wishes to switch to a personal plan and receive reimbursement, please log an IT Service Desk ticket to initiate this process.

4.5.2 Reimbursement is not applicable until the WRDSB phone number is out of contract and can be cancelled.

4.5.3 The employee has the option to transfer the phone number from the WRDSB account to a personal account. Charges will be applicable if the phone number was upgraded within two years of making the change to personal account.

Note: An administrative fee of $35 will be charged to the employee for each change request.

4.6 Device on a Personal Plan

4.6.1 New employees, or employees new to a position, requiring a Tier 1 device have the option of using their personal device; if this option is chosen, employees will be reimbursed at an amount equal to the current WRDSB plan.

4.6.1.1 According to Canada Revenue Agency regulations, this is a non-taxable benefit. Financial Services will send the applicable form to the employee.

4.6.1.2 The WRDSB may revoke this privilege at any time.

4.6.2 An employee who uses their personal device shall acknowledge and comply with this procedure and with the following conditions:

4.6.2.1 The employee is responsible for maintaining a device in good working order for WRDSB business purposes under the same requirements as a WRDSB-owned device.

4.6.2.2 The WRDSB is not responsible for any repairs, maintenance or hardware related issues.

4.6.2.3 The WRDSB is not responsible for upgrade fees, plans or contracts associated with the personal device.

4.6.2.4 If an employee currently being reimbursed for using their personal device wishes to change to using a device on the Board account, please log an IT Service Desk ticket to initiate this process. ‘Porting’ a personal phone number to the board account is not an option.

Note: An administrative fee of $35 will be charged to the employee for each change request.
5. Tier 2 Devices (voice/text plan, no data, board business)

5.1 Purchase

5.1.1 The WRDSB provides a device and protective case; these devices belong to the position identified in Appendix A and as such, cannot be retained by an employee no longer in that position.

5.2 Monthly Fee

5.2.1 The monthly invoice is paid by the WRDSB.

5.2.2 If there are additional charges not included in the WRDSB monthly plan, the employee will be sent an email by Financial Services requesting reimbursement.

5.3 Usage

5.3.1 The device is issued by the WRDSB for business only.

5.4 Temporary Assignments

5.4.1 Temporary assignment replacing an employee on leave: Temporary employees will use the position phone of the employee they are filling in for.

5.4.2 Temporary assignment to a new temporary position: You will be reimbursed for using your personal phone, paid at the current WRDSB monthly rate. Financial Services will send the employee the applicable form and a lump sum will be paid at the end of the assignment.

5.4.3 According to Canada Revenue Agency regulations, this is a non-taxable benefit.
### APPENDIX A- Positions Eligible for Tier 1 and Tier 2 Devices

<table>
<thead>
<tr>
<th>Positions Eligible for Tier 1 Devices</th>
<th>Positions Eligible for Tier 2 Devices</th>
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</thead>
<tbody>
<tr>
<td>Trustees</td>
<td>Custodial Department Heads</td>
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<tr>
<td>Director of Education</td>
<td>Custodial Lead Hands</td>
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<tr>
<td>Executive Assistant to the Director</td>
<td>Head Custodians</td>
</tr>
<tr>
<td>Associate Director</td>
<td>Trades Staff</td>
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<tr>
<td>Coordinating Superintendents</td>
<td>Maintenance Resource Schedulers</td>
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<tr>
<td>Superintendents</td>
<td>Security Technician</td>
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<tr>
<td>Controllers</td>
<td>I.T.S. Support Specialists - Operations</td>
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<tr>
<td>Chief Communications Officer</td>
<td>Learning Services &amp; Special Education:</td>
</tr>
<tr>
<td>Senior Managers</td>
<td>● Social Workers</td>
</tr>
<tr>
<td>Managers and Officers (non-union)</td>
<td>● Speech and Language Pathologists</td>
</tr>
<tr>
<td>Project Coordinators</td>
<td>● Psychologists</td>
</tr>
<tr>
<td>Senior Planners</td>
<td>● Special Education Consultants</td>
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<tr>
<td>ITS- Network &amp; Data Security Analyst</td>
<td>● ABA Transition Leaders</td>
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<tr>
<td>ITS- Infrastructure Analysts</td>
<td>● WATS/ICAN program</td>
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<tr>
<td>ITS- Curriculum Consultant</td>
<td>Teachers:</td>
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<tr>
<td>ITS Supervisors</td>
<td>● Behaviour Itinerant</td>
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<tr>
<td>Regional Internal Audit Team</td>
<td>● Re-engagement</td>
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<tr>
<td>Communications Staff</td>
<td>● Outdoor Education</td>
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<tr>
<td>Principals</td>
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<tr>
<td>Vice Principals</td>
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<tr>
<td>Chief Psychologist</td>
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<td>Extended Day Supervisors</td>
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<td>Facilities - Area Supervisors</td>
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<tr>
<td>Architectural Inventory Technician</td>
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<td>Education Centre Building Services/ Security</td>
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<td>System Navigator - Safe &amp; Healthy Schools</td>
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<tr>
<td>Human Rights Investigator</td>
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</table>

All staff required to be on-call per the 4123 list:
- Security Systems Officers
- Health, Safety & Security Officers
- Critical Events Response Administrator