



Administrative Procedure 4075 CELLULAR DEVICES

Responsibility:	<i>Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Ontario Occupational Health and Safety Act Bill 118 – Highway Traffic Act</i>
Related References:	<i>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</i>
Revisions:	<i>May 2017, February 2020, June 2020, September 2020, November 2020, February 2021, April 2021, June 2022, October 2021, March 2022, September 2022, January 2023</i>
Reviewed:	<i>May 2017, April 2018</i>

1. Preamble

The following procedure provides information regarding the requirement for cellular connectivity for Waterloo Region District School Board (WRDSB) business. Only approved positions, as identified in Appendix A, are eligible for a phone on the WRDSB mobile account or for reimbursement for using a personal phone for Board business.

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 identified as meeting these criteria are set out in Appendix A. Any request for a cellular device (or reimbursement) to support a position not listed in Appendix A must be submitted, with direct supervisor approval, to the Superintendent, Business Services & Treasurer of the Board.
 - 2.2.1 The positions identified in Appendix A will be reviewed annually by the 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, stolen or damaged, log an ***IT Service Desk*** ticket providing specific details. Replacement of the device will be addressed on a case-by-case basis.

4. Tier 1 Devices (employee purchased smartphone with data plan or reimbursement for using personal phone)

- 4.1 Purchase of smartphone on the WRDSB account
 - 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 The WRDSB pays the monthly invoice for charges reasonably incurred in the course of business.
 - 4.2.2 If a Tier 1 eligible 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. Financial Services will email the employee to request reimbursement. If the employee was required by their manager or superintendent to be available for business while out of the country and the additional charges are only for WRDSB business, approval of the employee's direct supervisor (e.g. manager, superintendent) is required in order to waive the reimbursement requirement.
 - 4.2.3.1 Note, charges in excess of \$500 require approval of the Superintendent of Business, or designate, in order to be waived.
 - 4.2.4 Early upgrade - should an employee choose to upgrade their device before they are eligible (within the 2 year contract), the employee is responsible for reimbursing the WRDSB the early upgrade fee and the \$155 that the WRDSB will be invoiced for the device.
 - 4.2.4.1 Note: these charges are not eligible for employee expense reimbursement.
 - 4.2.5 Retirement/Resignation:
A new activation or upgrade order commits the WRDSB to a two year contract; therefore if an employee leaves the WRDSB within two years of ordering a new device, the employee is required to reimburse the WRDSB the fee that will be charged to remove the number from the corporate account by transferring to a personal account or if the number is cancelled. Financial services will contact you with details.

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), send an email to cellular@wrdsb.ca identifying the employee's name and position. The employee will be sent the applicable form to complete and return. Employees are reimbursed at the WRDSB's current monthly rate for using their personal device; to be paid via a lump sum EFT at the end of the assignment.
- 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.
- 4.4.2 Employees on a long-term leave (e.g. LTD, sick leave, maternity/parental leave) may retain their board phone, at no cost to the employee, for up to 6 months. After six months, finance will contact the employee regarding reimbursement.
- 4.4.3 Employees on leave may not upgrade their device until they return to work.

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 using their personal device and receive reimbursement, log an IT Service Desk ticket to initiate this process. Employees will be reimbursed an amount equal to the current WRDSB plan. The employee will be sent the applicable form and once submitted, reimbursement will occur semi-annually via EFT.

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. Applicable charges will require reimbursement to the Board if the device was ordered/ upgraded within two years of requesting the change.

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 an amount equal to the current WRDSB plan. The employee will be sent the applicable form and paid semi-annually via EFT.

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 a device on the Board account, log an IT Service Desk ticket to initiate this process.

4.6.2.5 '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, with data, board business)

5.1 Purchase

- 5.1.1 The WRDSB provides a device and protective case for eligible permanent positions; 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 to be used for business only.

5.4 Temporary Assignments - *log an IT Service desk ticket*

- 5.4.1 Temporarily replacing a permanent employee retired, resigned or on leave:
- employee will use the position phone of the employee they are replacing.
- 5.4.2 Temporary assignment to a new temporary position:
- employee will be reimbursed for using their personal device, paid at WRDSB's current monthly rate in a lump sum via EFT at the end of the assignment.
- 5.4.3 According to Canada Revenue Agency regulations, this is a non-taxable benefit.

6. Tier 3 Devices (voice/text plan, no data, board business)

6.1 Purchase

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

6.2 Monthly Fee

- 6.2.1 The monthly invoice is paid by the WRDSB.
- 6.2.2 If there are additional charges not included in the WRDSB monthly plan, the employee will be sent an email by Financial Services requesting reimbursement.

6.3 Usage

- 6.3.1 The device is issued by the WRDSB to be used for business only.

6.4 Temporary Assignments - *log an IT Service desk ticket*

- 6.4.1 Temporarily replacing a permanent employee retired, resigned or on leave:
- employee will use the position phone of the employee they are replacing.
- 6.4.2 Temporary assignment to a new temporary position:
- employee will be reimbursed for using their personal device, paid at WRDSB's current monthly rate in a lump sum via EFT at the end of the assignment.
- 6.4.3 According to Canada Revenue Agency regulations, this is a non-taxable benefit.

APPENDIX A- Positions Eligible for Tier 1, Tier 2 and Tier 3 Devices

Positions Eligible for Tier 1 Devices	Positions Eligible for Tier 2 Devices
<p>Trustees Director of Education Executive Assistant to the Director Associate Directors Superintendents Controllers Chief Communications Officer Senior Managers Managers and Officers (non-union) Project Coordinators Senior Planners ITS- Network & Data Security Analyst ITS- Infrastructure Analysts ITS- Curriculum Consultant ITS Supervisors Regional Internal Audit Team Communications Staff Principals (permanent and acting) Vice Principals (permanent and acting) Chief Psychologist Lead Speech & Language Pathologist BMS and Paraprofessional Lead Mental Health Lead Extended Day Supervisors Facilities - Area Supervisors Grounds Forepersons Architectural Inventory Technician Education Centre Building Services/ Security System Navigator - Safe & Healthy Schools Graduation Coach Human Rights Investigator</p> <p>All staff required to be on-call per the 4123 list:</p> <ul style="list-style-type: none"> • Security Systems Officers • Health, Safety & Security Officers • Critical Events Response Administrator 	Positions Eligible for Tier 3 Devices
	<p>Trades Staff ITS-EdCenter Meeting Room Support Facility Services - On Call</p>
	<p>Custodial Department Heads Custodial Lead Hands Head Custodians Maintenance Resource Schedulers</p> <p>Security Technician</p> <p>I.T.S. Support Specialists – Operations</p> <p>Extended Day Easy Connect Operators</p> <p>Learning Services & Special Education:</p> <ul style="list-style-type: none"> • Social Workers • Speech and Language Pathologists • Psychologists • Special Education Consultants • ABA Transition Leaders • WATS/ICAN program <p>Teachers:</p> <ul style="list-style-type: none"> • Behaviour Itinerant • Re-engagement • Outdoor Education