



Administrative Procedure 4075 CELLULAR DEVICES

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| 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, April 2024</i> |
| Reviewed: | <i>May 2017, April 2018</i> |

1. Preamble

The following procedure provides information regarding cellular devices used for Board business; positions eligible for a phone (or reimbursement) are identified in Appendix A.

2. General

- 2.1 Eligible positions are set out in Appendix A. Any request for a position to be added must be submitted, with direct supervisor approval, to the Superintendent, Business Services & Treasurer of the Board.
 - 2.1.1 The positions identified in Appendix A will be reviewed annually by the Superintendent, Business Services & Treasurer of the Board, or designate.
- 2.2 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 a **service desk ticket**.

3. Cellular usage for Board Business

- 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 is lost, stolen or damaged, log a service desk ticket providing specific details. Replacement of the device will be addressed on a case-by-case basis.

4. Tier 1 Device (data is required for position). Employees have the option to purchase a smartphone on the WRDSB account or use their personal device and receive reimbursement.

4.1 Smartphone on the WRDSB account:

- 4.1.1 'Porting' a personal phone number to the board account is not an option.
- 4.1.2 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 paid by personal credit card and are **not eligible for reimbursement**. (there is a \$0 device option available.)
- 4.1.3 The WRDSB pays the monthly invoice for charges reasonably incurred in the course of business.
- 4.1.4 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.
 - 4.1.4.1 Note, charges in excess of \$500 require approval of the Superintendent of Business, or designate, in order to be waived.
- 4.1.5 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.
 - 4.1.5.1 Note: these charges are not eligible for employee expense reimbursement.
- 4.1.6 Retirement/Resignation: If you leave the board within two years of ordering a new phone, you are required to reimburse the board the fee that the carrier (Bell) will charge the WRDSB to remove the number from the corporate account. This fee is applicable if you wish to take over the number or if you wish to have it cancelled. The amount is determined by Bell based on the number of months left in the contract. Financial Services will contact you with details.

4.2 Use personal device and receive reimbursement:

- 4.2.1 An eligible employee who uses their personal device for WRDSB business will be reimbursed an amount equal to the WRDSB's current monthly rate. Reimbursements are processed semi-annually via electronic funds transfer (EFT).
- 4.2.2 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.
- 4.2.3 The WRDSB is not responsible for any repairs, maintenance or hardware related issues.
- 4.2.4 The WRDSB is not responsible for upgrade fees, plans or contracts associated with the personal device.

4.3 Temporary Assignments

- 4.3.1 If a Tier 1 assignment is greater than one month, employees are eligible to receive reimbursement at the WRDSB's current monthly rate for using their personal device. The Tier 1 temporary assignment form can be found on the Procurement website, [Cellular Devices webpage](#).
- 4.3.2 Form should not be submitted until the end of the assignment and reimbursement will be processed based on the number of months the assignment was fulfilled.
- 4.3.3 According to Canada Revenue Agency regulations, this is a non-taxable benefit.

4.4 Leave of Absence

- 4.4.1 Employees on a leave of absence (sick leave, maternity/parental leave) greater than six months will be invoiced by the WRDSB for the monthly charges on a quarterly basis once they have reached 6 months of leave, or transitioned to LTD, whichever is less.
- 4.4.2 Employees on a deferred salary leave (DSL) may retain their (Tier 1) device and reimburse the WRDSB for the monthly charges. WRDSB will invoice the employee.
- 4.4.3 Employees on long term disability (LTD) cannot retain their cell phone number on the WRDSB account and will be sent information regarding their options to keep or cancel the board cell phone number once LTD has been approved.
- 4.4.4 Employees on any type leave may not upgrade their device until they return to work.

4.5 Option Change to Reimbursement

- 4.5.1 If an employee currently with a device on the WRDSB account wishes to switch to a personal plan and receive reimbursement, log a [service desk ticket](#) to initiate this process. IT will send the applicable form and once submitted, finance will process reimbursement semi-annually via EFT.
- 4.5.2 Applicable charges will require reimbursement to the Board if the device was ordered/upgraded within two years of requesting the change.
- 4.5.3 An administrative fee of \$35 will be charged to the employee for each change request.

4.6 Option Change to Device on the WRDSB Account

- 4.6.1 If an employee who currently uses their own device and receives reimbursement wishes to change to having a device on the WRDSB account, the employee should log a [service](#)

desk ticket to initiate this process. I.T. will send the applicable form and process information.

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

5. Permanent Tier 2 & 3 Position Devices - WRDSB issued device

5.1 Cellular device and protective case is issued to positions identified in Appendix A to be used for WRDSB business only and as such, cannot be retained by an employee no longer in that position.

5.2 The monthly invoice is paid by the WRDSB.

5.3 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. Temporary Assignments for Tier 2 & 3 positions - log a service desk ticket

6.1 Temporarily replacing a permanent employee retired, resigned or on leave:

- employees will use the position phone of the employee they are replacing.

6.2 Temporary assignment to a new temporary position:

- employees 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.
- 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 (data required) | Positions Eligible for Tier 2 Devices (talk,text,data) |
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| <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 OYAP Coordinator Senior Planners ITS- Network & Data Security Analyst ITS- Infrastructure Analysts ITS- Curriculum Consultant ITS Supervisors 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 | <p>Trades Staff ITS-EdCenter Meeting Room Support Facility Services - On Call</p> |
| | <p>Positions Eligible for Tier 3 Devices (talk,text only)</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 |