

Policy and Procedures Manual



Policy	#6-05
Approved By:	Leadership Team
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Administrator Responsible:	Vice President, Finance & College Services

CELLULAR TELEPHONES

POLICY

Cellular telephones, including smart phones and other mobile devices (cellular devices), are a tool which should be used with discretion to ensure effective use of scarce College resources.

PURPOSE STATEMENT

The purpose of this policy is to establish controls over the acquisition, use and on-going cost of cellular devices for College business.

PRINCIPLES

1. To manage costs effectively, the purchase of cellular devices is restricted and need must be demonstrated.
2. All purchases of cellular devices and associated usage plans must be approved by the member of Leadership Team responsible for the user’s division and be made through the Purchasing Print & Retail Services (PPRS) to ensure the College receives the benefit of negotiated plans and competitive rates.
3. Initial and on-going costs for cellular devices will be charged to the cost centre of the employee in whose name the cellular device is registered. It is the responsibility of the Budget Officer accountable for the cost centre to ensure adequate funds are budgeted for the purchase and monthly costs.
4. The College will subscribe to the most cost effective usage plan for cellular devices. Employees may be required to change service provider if the College deems it more cost effective to use a different service provider. Such a change would not normally require a change in telephone number.

5. Cellular devices that access College email and other data services must be compatible with our networks. PPRS is responsible for ensuring all cellular devices purchased are compliant with Information Technology requirements for compatibility.
6. Staff should be cognizant of the cost to use cellular devices compared to non-cellular and network services and use the most cost effective service whenever possible.
7. To avoid significant roaming charges when travelling internationally, including the United States, users of cellular devices will contact PPRS to arrange special roaming coverage for the duration of the trip or will avoid the use of the cellular device.
8. Users of cellular devices are responsible for any costs related to personal use not covered under the service plan, including long distance charges and applicable taxes. Users may be held responsible for replacement of lost or damaged cellular devices during the contract period.