



Procedure Section: **Business and Administrative Matters**

600

Procedure Name: **Cell Phones**

607-A

PROCEDURE

Cell Phones

Adopted: March 5, 2019

Respectfully submitted by:
Richard Findlay, Superintendent of Business

1. Authorization

Individuals may be authorized to receive a cell phone allowance, or in special instances, obtain a KPDSB-paid cell phone. Individuals holding positions as listed in Appendix A are preauthorized. All others may apply for an allowance to the appropriate Superintendent using the Cell Phone Authorization form contained in Appendix E.

The cell phone allowance is not intended to pay for one hundred percent (100%) of the cost of an individual's personal cell phone. Rather, the allowance should cover at least the incremental cost associated with KPDSB business that is conducted on the individual's personal cell phone. The allowance may, or may not, reflect the same proportion of the total cost of the cell phone that the KPDSB business minutes texts, and data comprises out of the total use of the cell phone.

a) Authorization Factors

The following factors shall be considered by the Superintendent in determining whether or not to authorize a cell phone allowance or a cell phone:

- i) Is the cell phone required on a regular basis to effectively carry out the duties of the position? Are there alternative ways for the position holder to make, or receive phone calls or access to data services at less cost to the KPDSB, and no incremental cost to the individual?
- ii) Is it necessary for the person in the position to be available by phone on an urgent basis outside normal working hours or when away from locations having regular phone service?
- iii) Is it necessary for the person in the position to have access to e-mail, internet, or other data services when away from locations having KPDSB wireless networks or free Wi-Fi?
- iv) Occasional travel on KPDSB business in and of itself is not a sufficient reason for authorizing an allowance.

2. Cell Phone Allowance

Authorized individuals will receive an allowance in accordance with the approved listing in Appendix A. Minimum plan requirements are listed in Appendix B. Individuals have the option of transferring their current phone number to themselves personally. If this is the case, the Transfer of Responsibility Form (Appendix F) must be completed and taken to the cell phone provider.

The Cell Phone Authorization – Allowance Form (Appendix D) must be completed and signed by the individual and their immediate Supervisor and/or Superintendent, and returned to the Procurement Department.

3. Cell Phone Allowances and Expense Claims

a) Monthly Cell Phone Allowance

Where an individual receives a monthly cell phone allowance, the allowance will be paid to the employee through the payroll systems.

b) Amount of Cell Phone Allowance for Pre-Authorized Individuals

For individuals pre-authorized to receive a cell phone, the monthly allowance is shown on Appendix B.

c) Expense Claims for Use of Personal Cell Phone on KPDSB Business

For individuals whose use of cell phones for KPDSB business is not sufficient to justify a KPDSB-paid cell phone or a cell phone allowance, any authorized charges incurred when using a personal cell phone on KPDSB business may be claimed on an expense claim by providing appropriate backup for the charges.

d) Income Tax Considerations

A monthly cell phone allowance is a taxable amount. The KPDSB will include the amount paid each year on the individual's T4 and will issue a T2200 form to the individual. It is the individual's responsibility to claim the related expense on their tax return.

4. KPDSB Paid Cell Phones

In special circumstances, authorized individuals may receive a KPDSB-paid cell phone. The cell phones to be provided with a voice and, in some circumstances that data plan, are attached in Appendix C. The Cell Phone Authorization – KPDSB Paid Cell Phone attached as Appendix E must be completed and signed by the individual and their immediate supervisor and or Superintendent and returned to the Procurement Department.

Schools with "voice only" or "text only" phones will contact Arlene Szesztopalow, the Procurement and Payables Officer to replace these phones.

a) Personal Use

An individual receiving a KPDSB-paid cell phone will ensure that absolutely no personal use will occur with the following exception:

- i) An individual receiving a KPDSB-paid cell phone will be allowed to incur personal charges only in accordance with section 1.k of the Travel, Meeting, and Hospitality Expenses Policy 602.

b) Violation of No Personal Use/Additional Charges

Should an individual make personal use of a KPDSB-paid cell phone in violation of this procedure, any additional charges that were encouraged by the KPDSB as a result of that personal use shall be immediately repaid in full to the KPDSB.

5. Procurement

a) Involvement of Procurement and Information Services

The Procurement and Information Services departments shall be responsible for jointly evaluating service providers and recommending to the Superintendent of Business which provider(s) will be approved for the provision of cell phone services to the KPDSB. Individuals that are authorized to obtain KPDSB-paid cell phones must obtain their cell phones through the Procurement Department. Cell phones will be shipped first to the Procurement Department and then distributed to the authorized individual. Individuals are not permitted to obtain KPDSB-paid cell phones directly from vendors.

b) Choice of Device(s)

Individuals obtaining a KPDSB-paid cell phone must choose a device from a pre-approved list provided by the Procurement Department. This list is attached as Appendix C.

c) Purchase of Accessories

Individuals authorized to obtain KPDSB-paid cell phones will receive, with the phone, the charger and a protective case. Any additional accessories will be at the expense of the employee and will not be purchased with a KPDSB purchasing card.

Individuals receiving an allowance are personally responsible for any accessories required.

d) Replacing/Upgrading Phones

KPDSB-paid cell phones may normally only be replaced or upgraded at the end of a contract period. Whenever it is deemed necessary to replace or upgrade a cell phone, the user must submit a new Cell Phone Authorization Form (Appendix E).

e) Budget Accountability

All costs associated with cell phones will be charged to the school or department budget to which the cell phone user belongs. It is the responsibility of the employee in charge of that budget to monitor cell phone costs on an ongoing basis and take such action as is necessary to control costs.

The budget account(s) to be charged will be identified on each Cell Phone Authorization Form – Appendix E. The only cell phone costs which may be charged to school or department budgets are those which have been authorized on a Cell Phone Authorization Form (Appendix E).

6. Responsibilities of Cell Phone Users

The following section outlines the responsibilities of individuals who have been authorized to obtain a KPDSB-paid cell phone.

a) Property of the KPDSB

All KPDSB-paid cell phones remain the property of the Keewatin-Patricia District School Board. Individuals using KPDSB-paid cell phones are responsible for the safekeeping and security of the phone and avoiding damage to, and misuse of, the phone. KPDSB-paid cell phones are intended for use by authorized individuals for KPDSB purposes and may not be loaned to any other employee, family member, or other individual (with the exception of 'sign-out cell phones' as described below).

b) Responsibility for Loss, Theft, or Damage

Individuals in possession of KPDSB-paid cell phones are personally responsible for any loss, theft, or damage due to their negligence or misuse of the phone. Lost or stolen cell phones should be reported to the Purchasing Department as soon as possible. Should any such loss, theft, or damage occur the individual must pay the KPDSB or the service provider for the cost of replacement or repairs. Individuals may submit a request to the appropriate Superintendent to be exempted from, or reimbursed for, the cost of replacement or repair where all reasonable precautions were taken. The decision of the Superintendent whether or not to reimburse is not subject to appeal.

c) Sign-Out Cell Phones

School Principals and Management Staff may obtain a KPDSB-paid cell phone for sign-out for KPDSB purposes only (i.e., to give to a staff member supervising an out of town student trip, to give to staff members who only need to use a cell phone infrequently for KPDSB purposes, etc.). Whoever wishes to obtain a sign-out cell phone must take personal responsibility for the cell phone. The costs for the sign-out phone shall be charged to a budget account which is under the control of the individual applying for the phone.

d) Use of Cell Phones while Driving

Safety is a priority for the KPDSB. The use of cell phones, or other hand-held electronic devices, while operating a motorized vehicle while on KPDSB business is prohibited, except where hands-free technology is used that meets the requirements of provincial driving regulations. Use of hands-free technology while driving should be limited to urgent and important matters and curtailed when driving conditions require the full attention of the driver. Employees who do not comply with this section will be engaging in prohibited conduct for which they will personally be liable at law.

e) Security of Data/Logins

Every KPDSB-paid cell phone shall be secured with a login password or other comparable security measure in order to protect sensitive information. Any personal cell phones that are used to access or store KPDSB data or e-mail must be secured with a password or other comparable security measure. If a cell phone does not have the capability to be secured with a login or other comparable security measure, the user must take other steps to ensure the security of the information stored on, or accessible via, the cell phone, such as the use of locked physical storage when not in possession of the phone.

f) Responsible Use and Additional Charges

Not understanding the cell phone plan and/or the functionality of the cell phone could result in significant unanticipated charges. Individuals using KPDSB-paid cell phones must familiarize themselves with the terms and conditions of the applicable cell phone plan, and the functionality of their cell phone(s) in order to avoid such charges.

g) Overtime

The use of KPDSB-paid or personal cell phones for KPDSB purposes outside of regular working hours in and of itself does not create any additional obligations for the KPDSB or the individual with respect to overtime. Provisions concerning

overtime, if any, are set out in the individual's Collective Agreement, personal services contract, or KPDSB Policy 704 for non-Union employees.

h) Return of Cell Phone to KPDSB

Upon an individual's retirement, resignation, termination, or transfer to a position not requiring a KPDSB-paid cell phone, the cell phone and all related accessories shall be returned to the individual's supervisor who will return the equipment to the Procurement Department.

Appendix A

The Cell Phone Authorization – Allowance (Appendix D) must be completed and signed by the appropriate supervisor/superintendent for all allowances detailed below.

Pre-Authorized Positions

Authorized to Receive Allowance in the amount of \$75.00/month

Director of Education, Superintendent of Business, and Superintendent of Education.

Authorized to Receive Allowance in the amount of \$50.00/month

Principals, Vice-Principals, Facilities Assistant Managers, Finance Manager, Human Resources Manager, Information Systems Manager, NWOSSC General Manager, DRTCC Events Coordinator, Maintenance Staff as approved Facilities Assistant Managers, Information Systems Technicians as approved by Information Systems Manager, Communications Officer, Strategic Branding Officer, and Trustees.

Positions Not Pre-Authorized

Allowance in the amount of \$30.00/month

There may be, at times, other staff who are authorized by supervisor/superintendent to receive an allowance. These individuals will be covered under the \$30.00 allowance.

Appendix B

Minimum Plan Requirements

\$75.00 Allowance

- Unlimited Canada Wide Calling
- Unlimited Texting
- Data

\$50.00 Allowance

- Unlimited Canada Wide Calling
- Unlimited Texting
- Data

\$30.00 Allowance

- 500 daytime Canadian minutes
- Unlimited texting
- Data not required



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Appendix C

KPDSB Paid Cell Phones

The KPDSB will provide a cell phone to individuals who are approved to receive a KPDSB paid cell phone.

The plan provided will be the minimum necessary to meet the regular needs of the position and may include predefined long-distance minutes, weekday daytime minutes, texting limits, and data limits. The KPDSB will determine the plan at the time of signing.

The KPDSB will select the accessories to be provided.



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Appendix D

Cell Phone Authorization - Allowance

See Procedure 607-A for terms and conditions governing cell phones

Name: _____

Position: _____ School/Department: _____

Authorization is requested for:

Monthly cell phone allowance

in the amount of

Cell phone allowance of \$ **50.00** per month for _____ (10 or 12) months per year

Cell phone allowance of \$ **30.00** per month for _____ (10 or 12) months per year

I agree to the following:

- 1. I will provide my cell number for internal publishing Yes No
- 2. I will and/or have a plan that meets minimum requirements Yes No
- 3. If I no longer require the phone, I will remove all KPDSB related information and restore phone to factory settings Yes No
- 4. I will advise immediately if my phone number changes Yes No

Budget Accounts to be charged (specify % breakdown if more than one account):

Employee Agreement

I have read the KPDSB Procedure 607-A dated March 5, 2019, and agree to it terms and conditions.

Employee's Signature

Date

Authorization

I/we hereby authorize the above cell phone allowance and the charge to budget account(s).

Supervisor's Signature (if not a Superintendent)

Date

Superintendent's Signature

Date

Procurement Approval

Procurement & Payables Officer's Signature

Date



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Appendix E

Cell Phone Authorization – KPDSB Paid Cell Phone

See Procedure 607A for terms and conditions governing cell phones

Name: _____

Position: _____ School/Department: _____

Authorization is requested for:

KPDSB Paid Cell Phone

Budget Accounts to be charged (specify % breakdown if more than one account):

Employee Agreement

I have read the KPDSB Procedure 607-A dated March 5, 2019 and agree to its terms and conditions. I agree that I will not make any personal use of the phone except as permitted by section 1.k of KPDSB Policy 602. I further agree that any charges for which I am personally responsible may be deducted from my pay.

Employee's Signature

Date

Authorization

I/we hereby authorize the above cell phone device, plan, and/or allowance and the charge to budget account(s).

Supervisor's Signature (if not a Superintendent)

Date

Superintendent's Signature

Date

Procurement Approval

Procurement & Payables Officer's Signature

Date

Appendix F

Transfer Of Responsibility Form



TRANSFER OF SERVICE AGREEMENT

1046 Lithium Drive, Thunder Bay, ON P7B 6G3
Tel: 807.623.4400 or 1.800.264.9501

I, the undersigned incoming customer, assume full responsibility for any outstanding past and future indebtedness.

I, the undersigned incoming/outgoing customer, understand that this request for transfer of service will not be accepted until approved by TBayTel Mobility or be put into effect until this form has been signed by both myself and the outgoing customer and returned to the TBayTel Mobility Business Office. Applications may take up to 3 business days to be processed. Both the incoming and outgoing customer must provide a valid contact number during this period.

Cellular Number: _____ Service Charge: _____

OUTGOING CUSTOMER

Name: _____

Company Name (if applicable): _____

Signature: _____ Date: _____

Contact Number: _____

INCOMING CUSTOMER

Name: _____

Company Name (if applicable): _____

Signature: _____ Date: _____

Contact Number: _____