



LABRADOR SCHOOL BOARD

Division Finance and Administration	Policy Series	Policy #
Subject Administration	Operational Policy	
Responsible Authority <ul style="list-style-type: none">• DIRECTOR OF EDUCATION• ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION)	Date Approved	
	Effective Date: February 1, 2011	

1. Policy Name

Cellular Phones (including Blackberry Units) Policy

2. General

2.1 The term “cellular phones” refers to digital cellular phones, as well as blackberry units and similar electronic devices that provide text and/or phone communications.

2.2 This policy is applicable to all Labrador School Board (LSB) employees in possession of an LSB cellular device.

3.0 Acquisition of cellular phones

3.1 The Director of Education or designate approval is required for both deployment of new cellular phones and for purchase of new cellular phone packages.

3.2 Cellular phones must only be considered for an employee where the need is established by the requirements of the job and approved by the Director of Education or designate. Need must not be based upon past usage only. Once approved, continued availability will depend upon continuing need to be reviewed annually.

3.3 The type of cellular phone to be provided would be determined by the particular circumstances and judgement of the Director of Education or designate.

3.4 The choice of air time packages must be based upon required business use.

3.5 The following general guidelines must be utilized to assess the need for cellular phones and to promote consistency within the LSB.

- a) There is an essential need for an employee to be in contact with other LSB employees or the public during working hours when the employee is not accessible via a land line. For example, occasionally being away from one's desk or in frequent meetings does not normally qualify as an essential need.
- b) There is an essential need for an employee to be in contact with other LSB employees, the Director, or the public after hours or on weekends.
- c) There is a significant safety issue that dictates a requirement for an employee to have a cellular phone available and no other viable option is available.
- d) Employees should not be assigned a cellular phone solely because they are in a particular position.
- e) The employee's job can be more effectively and efficiently carried out.

4.0 General usage of cellular phones

4.1 Cellular phones are to be formally assigned to an individual and reassigned as appropriate. The user of the cellular phone is responsible for the security of the cellular phone and should be aware that cellular phone conversations may not always be confidential.

4.2 The user is responsible to ensure that the cellular phone provided is used in a manner that is consistent with this policy and other guidelines issued specifically by the Board.

4.3 Cellular phones are intended for business purposes only. However, it is recognized that some incidental personal usage may occur as a result of individuals not being accessible by land lines on a regular basis. It is also recognized that the requirement to carry a cellular phone for Board business purposes may at times be an intrusion of an individual's personal time. (see section 6.0 for guidance on reimbursements)

4.4 Users should not widely distribute their cellular phone numbers unless it is necessary for business purposes.

5.0 Other administrative matters

5.1 An inventory record of cellular phones shall be maintained along with a directory (internal by department) of phone numbers. The inventory shall include all phones, assigned users, current package, serial number of phone and shall be updated as changes occur, with inventories verified at least annually. The Assistant Director of Education (Finance & Administration) shall be responsible to maintain this information and to provide the inventory report to the Director of Education or designate.

- 5.2 The Assistant Director of Education (Finance & Administration) is responsible to undertake an annual analysis of cellular phone allocations and usage and assess the results considering this policy each fiscal year. The analysis and related advice must be provided to the Director of Education for his/her approval within 90 days of fiscal year end.
- 5.3 For those employees without a Government issued cellular phone, occasional business use of personal cellular phones may be reimbursed if general policies and procedures concerning reimbursement of business use of personal property are followed, including approval by the employee's immediate supervisor. Original cellular phone invoice identifying charges is required for reimbursements. Reimbursements will be strictly on a per minute basis. Government is not responsible for monthly system access fees or any other recurring charges for personal cellular phones.
- 5.4 LSB policies/procedures must be accessible by employees through the use of internet and/or other means.

6.0 Procedures

7.0 Reference

- 7.1 Treasury Board Directive: General Policies for Cellular Phones (including Blackberry Units) (Directive Number: 2006-004)

6. Procedures for Cellular Phones (including Blackberry Units)

- 6.1 **The Finance Office shall monthly provide a copy of each months cellular phone invoice for every cellular phone to the immediate supervisor** having control over those cellular phones.
- 6.2 **The immediate supervisor shall distribute the copies of the cellular phone invoice (by cellular phone number) to the applicable individual** assigned the cellular phone for their review and sign off.
- 6.3 **Cellular phone users shall review and sign off their applicable cellular phone invoice(s)** each billing period to ensure that:
- a) The services billed are reasonable, and that any incidental personal phone usage is identified. (Incidental personal phone and data usage is defined to be usage that is not job related)
 - b) Incidental personal usage is noted on the invoice by either highlighting or initialling each call or usage.
 - c) Noted personal usage is totalled.
 - d) Identified incidental personal usage exceeding 15% of the monthly air time/data usage costs is reimbursed to the Labrador School Board within 10 days following receipt of the invoice; either by payment or miscellaneous payroll deduction. If by miscellaneous payroll deduction employees shall indicate this on the invoice.
- 6.4 **After review and sign off by the user, the invoice must be reviewed and approved by the employee's immediate supervisor (or other appropriate official) to ensure that the use is appropriate and warrants the continued usage of the equipment.**

The immediate supervisor will then forward the reviewed copies of the signed cellular invoices to the Finance Office.

It is recognized that given the nature of the business purpose of the cellular phones, the inherent difficulty of identifying the nature of certain phone calls (especially incoming calls due to lack of detail on invoice) and the relatively insignificant amounts involved in some cases, a reasonable review of invoice details is acceptable.

- 6.5 The Finance Office shall receipt all payments of monies due for personal incidental cellular phone usage.
- 6.6 Individuals failing to:
- a) Identify incidental personal cellular phone usage; or
 - b) Remit any funds owing within 10 days following receipt of the cellular phone invoice and employees shall be liable for noncompliance with district policy. If necessary, the Board reserves the right to deduct through payroll deduction any unpaid remittance.