



Northlands College Policy Mobile Devices

POLICY STATEMENT

Northlands College will provide mobile devices necessary to its employees expected to work away from a designated telephone line for more than 25% of their job duties or to employees responsible for potentially time-sensitive exchanges of information.

GUIDELINES

1. A mobile device can be a:
 - mobile phone,
 - laptop,
 - tablet/ipad,
 - and/or any mobile device that accesses the internet and/or cellular service for communication.
2. When employees are issued more than one mobile device, only one device will be equipped with a Subscriber Identification Module (SIM) for constant connectivity to the Internet.
3. Employees eligible for a device or devices under this policy will be determined by the Directors and a list kept with the Executive Assistant; as well as, Human Resources (HR).
4. Employees eligible for a mobile device or devices will, with approval of the Directors, choose from one of the following plans:
 - an allowance in the amount of \$60.00/month to purchase, own and maintain his or her own mobile phone (Mobile Device Plan A), or;
 - a College-issued mobile phone plan (Mobile Device Plan B), or;
 - an allowance in the amount of \$60.00 less the cost for a SIM/month on any other mobile device, if necessary (Mobile Device Plan C), or;
 - a college-issued mobile phone plan with SIM and a laptop or tablet/ipad without a SIM card (Mobile Device Plan D).
5. It is understood that acceptance of any of the Mobile Device Plans listed will not result in required availability outside of scheduled hours of work.
 - After scheduled hours of work, the employee is not expected to be reachable by the College.
 - Should the employee respond to a call-back, as prescribed in the Collective Bargaining Agreement (CBA) 7.7.2.2, there will be a text message to the employee's mobile phone and that text and the acceptance of the call-back will be forwarded to Human Resources by the supervisor to demonstrate prior approval for the call-back.



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Mobile Device Plan A - Monthly allowance for \$60.00/month

- Acceptance of the allowance is to agree to be readily available during work hours regardless of where the person is located.
- In exchange for the mobile device allowance, the employee must provide a mobile phone that:
 - is fully compatible with the Northlands College email environment,
 - sends and receives text messages, and
 - sends and receives local and long distance phone calls.
- Acceptance of the allowance will demonstrate an understanding that the mobile phone number will be published as a means to reach the employee.
- If at any time the employee's mobile phone becomes unusable for no reason caused by Northlands College, the employee will cease to receive the allowance on his or her paycheque on a prorated basis if necessary.
- The employee is expected to have a mobile phone at all times and may be issued a College mobile phone in the event his or her personal mobile phone becomes unusable.
- In the event, the Information Technology Manager for Northlands College confirms that a virus or some other action or inaction that caused the employee's personal mobile phone to malfunction, the College will reimburse the employee for the direct cost of repairs or perform the repairs necessary to fix the problem at its discretion.
- The work-related information stored on the employee's device is considered college property. Only under extenuating circumstances would an out of scope supervisor request access to your mobile phone and with prior approval from Human Resources.
- Any access requested would be specific and well documented.

Mobile Device Plan B – College-issued mobile phone

- Acceptance of a College-issued mobile phone is with understanding that the cell will default to a full-use max plan for data and long-distance. The employee will receive a taxable benefit for the difference between the maximum-use plan and the base-rate.
- Should the employee be issued a mobile phone by the College its use and care will be subject to the *Information Technology Acceptable Use Policy 205*.
- A copy of the signed agreement attached to this policy will be submitted to Human Resources.

Mobile Device Plan C – Allowance for \$60/month for mobile phone and an additional college-issued mobile device or devices

In addition to the guidelines listed in Mobile Device Plan A:



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- The employee will receive at least one electronic mobile device in addition to the monthly allowance for the purpose of work, with the approval of the out-of-scope supervisor.
- Whether or not a SIM will be provided with the additional device or devices will require authorization from the Director for Northlands College.
- Only one SIM will be provided on one device per employee despite the number of mobile devices necessary for work performance with the expectation the employee may “hotspot” from that SIM should WiFi be unavailable in his or her current location.
- The College will reduce the allowance by the amount of the monthly cost for the SIM if it is required in addition to the personal mobile allowance described in Mobile Device Plan A.


Mobile Device Plan D - College-issued mobile phone and an additional mobile device or devices

In addition to the guidelines listed in Mobile Device Plan B:

- Only one SIM will be issued to the employee on the mobile phone provided. Any exception to this guideline will be clearly stated and authorized in a document from the Director to HR and to the Executive Assistant.

Processes

- Information Technology for Northlands College will publish a current list of preferred products compatible with the current email environment.
- The *Employee Acceptance of Mobile Device(s) and Allowance* form must be filled out by any employee at the inception of the policy; or by an employee who hereafter receives a mobile device or allowance under the Policy.
 - After the employee and the Director sign the form, it will be sent to Human Resources for filing.
 - Human Resources will update a list to be kept in HR and forwarded to the Executive Assistant to the Board and President & CEO as any updates occur.

Policy Originated: July 2016	Approved by: President & CEO
Last Approved: July 28, 2016	Signature: 



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Employee Acceptance of Mobile Device(s) and Allowance Form

I have read the Mobile Devices Policy for Northlands College and am accepting the following (checked) Mobile Device Plan.

- an allowance in the amount of \$60.00/month to purchase, own and maintain his or her own mobile phone (Mobile Device Plan A), or;
- a College-issued mobile phone plan (Mobile Device Plan B), or;
- an allowance in the amount of \$60.00 less the cost for a SIM/month on any other mobile device, if necessary (Mobile Device Plan C), or;
- a college-issued mobile phone plan with SIM and a laptop or tablet/ipad without a SIM card (Mobile Device Plan D).

My signature below indicates that I understand and agree to the following:

1. I am receiving the following mobile devices from Northlands College on:
_____ (Date).

2. I understand the devices listed above are the property of the College provided to me for work-related purposes only.
3. I acknowledge that if I misuse the device(s) listed above in a way described in the Information Technology Acceptable Use Policy, I may be subject to discipline as prescribed there and in the CBA.
4. I will keep the protective case on the device and do what is considered reasonable to safeguard and maintain the device(s).
5. Should a replacement or repair of a college-issued device be required prior to the end of 3 calendar years from the date above as a result of my own action or inaction, I will accept the replacement device the College provides or an equivalent replacement at my own cost with an additional 3 year extension from the date of re-issue.
6. I will return the mobile device(s) listed above at the interruption of my employment at Northlands College for a period expected to exceed one-month or upon termination of my employment for any reason.
7. Acceptance of the allowance under the Mobile Device Policy means that I understand that I am responsible for the purchase and maintenance of my own mobile phone and will follow the guidelines of the Policy.

Employee

Director of Northlands College

The date of return for the devices listed above is _____.

Employee

Director of Northlands College