



Northlands College Policy Mobile Devices

POLICY STATEMENT

Northlands College will provide mobile devices necessary to its employees and/or Board members who meet specific eligibility criteria and require access to mobile communications for their job duties or responsibilities.

Purpose

The purpose of this policy is to establish clear guidelines for the provision, use, and management of mobile devices issued to employees and Board members of Northlands College. This policy aims to ensure that mobile devices are utilized effectively to support the college's operational needs while maintaining security, privacy, and compliance with institutional standards. It also seeks to provide clarity on the responsibilities of both the College and its employees regarding the use of mobile devices.

Scope

This policy applies to all employees of Northlands College who are issued mobile devices or receive allowances for the use of personal mobile devices for work-related purposes.

GUIDELINES

Eligibility

Employees or Board members eligible for a mobile device plan will be determined based on the following guidelines, with final approval by the Vice President of Finance and Administration:

- Requirement for work-related communications outside of normal business hours
- 25% or more of job duties or responsibilities are out of the office
- Assignment of work requirements by supervisor with approval by out-of-scope manager

A list of eligible employees will be maintained by Human Resources.

Device Provision

1. A mobile device can include:
 - Mobile phones
 - Tablets/iPads
 - Any device that accesses voice and/or data or voice through a mobile connection
2. When employees are issued more than one mobile device, only one device will be equipped with mobile data connection.

Mobile Device Plans

Employees eligible for a device under this policy will choose from one of the following plans:



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- A. Allowance Plan: An allowance of \$60.00/month to purchase, own, and maintain a personal mobile device and mobile voice/data plan for College work.
- B. A College-issued Plan: A College-issued mobile device and voice/data plan for work purposes.

Plan Details

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

- 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
 - Sends and receives local and long distance phone calls.
 - Has a mobile data plan capable of connecting to the Internet for the purpose of email and other communications.
- 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 paycheck on a prorated basis if necessary.
- 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 device and with prior approval from Human Resources. Any access requested would be specific and well documented.

Mobile Device Plan B – College-issued mobile phone

- The employee will receive a College-issued mobile device with a voice and/or data plan.
- Voice and Data plans include unlimited calling time within Canada to anywhere in Canada or the US. Data usage is limited within Canada but subject to mobile data fair use policies.
- Data-only plans are capped and employees are expected to stay within the usage limit for the plan. Additional overage costs may be charged to the employee if those limits are exceeded.
- Voice and/or Data plans do not include coverage for use outside of Canada. Use outside of Canada may be subject to additional charges.
- Acceptance of a College-issued mobile device is with the 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.

Terms of Use

- Acceptance of any of any Mobile Device Plan will demonstrate an understanding that the mobile phone number will be published as a means to reach the employee.
- Acceptance of any Mobile Device Plan is to agree to be readily available during work hours regardless of where the person is located.
- Acceptance of any Mobile Device Plan will not result in required availability outside of scheduled work hours. After scheduled work hours, employees are not expected to be reachable by the College. Exceptions are made for field employees who must respond to emergency calls or other duties as assigned.



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- Should an employee respond to a call-back, as prescribed in the Collective Bargaining Agreement (CBA) 7.7.2.2, a text message to the employee's mobile phone and the acceptance of the call-back will be forwarded to Human Resources by the supervisor to demonstrate prior approval for the call-back.
- Employees must use college-owned devices in accordance with the *Information Technology Acceptable Use Policy 205*.

Voice and/or Data Plan Usage

- Any voice or data usage costs under Mobile Device Plan A are the responsibility of the employee.
- Employees accepting Mobile Device Plan B are responsible for following the usage limits provided by their voice and/or data plan. Overage costs may be the responsibility of the employee or Board member.

Device Security

- Personal Devices:
 - Personal devices must be kept reasonably up-to-date with available security patches and comply with the college's data protection policies.
 - Employees must report any loss, theft, or malfunction of personal devices used for work to the IT department immediately.
 - Work-related information stored on personal devices is considered college property and must be protected accordingly. Upon termination of employment, all college information must be removed from the device.
 - Personal devices used for work purposes must be secured with a PIN or password.
- College-Owned Devices:
 - College-owned devices will be managed by the IT department, including regular updates, security patches, and maintenance.
 - Mobile Device Management (MDM) software will be installed on all college-owned devices to ensure security and compliance with college policies.
 - Any misuse of college-owned devices may result in disciplinary action as prescribed in the policy and the CBA.
 - Employees must return college-owned devices upon termination of employment or if the device is no longer needed for work purposes. The device must be data-wiped and clear of any activation locks or passwords.
 - College-owned devices must be secured with a PIN or password.

Processes

- *The Requisition of Mobile Device and Allowance* form must be filled out by any employee or Board member at the inception of the policy; or by an employee or Board member who hereafter receives a mobile device or allowance under the Policy.
 - After the form is signed by all participants, it will be sent to Human Resources for filing.
 - Human Resources will update a list to be kept in HR.



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