



VICTORIA UNIVERSITY  
IN THE UNIVERSITY OF TORONTO

## VICTORIA UNIVERSITY

### **ADMINISTRATIVE PROCEDURE FOR THE PURCHASE AND USE OF MOBILE COMMUNICATION DEVICES**

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# ADMINISTRATIVE PROCEDURE FOR THE PURCHASE AND USE OF MOBILE COMMUNICATION DEVICES

## INTRODUCTION

This document provides procedures as to the appropriate circumstances for University-owned electronic communications resources for use by employees outside of the workplace. Electronic communication resources include equipment and service support for cellular phones, personal digital assistants (PDAs), pagers, and other electronic communication devices for use by employees outside of the workplace. It also provides procedures on the use of electronic communications resources such as related equipment and software purchased for an employee's home use, including personal computers, laptop computers, phone lines, facsimile (fax) machines, and connection and access to Internet services and e-mail. In addition, the document establishes the procedures for documenting the use of University-provided cellular phones and reimbursement to the University of any non-incidental personal use of such devices.

## POLICY STATEMENT

The university will only accommodate those full and part-time employees with valid business needs for mobile communication devices by issuing university-owned mobile communication devices. A university device must be authorized in advance in writing by the Bursar and must be purchased and serviced under the University's corporate account program managed by Victoria University.

There are many work-related situations that require an employee's offsite use of electronic resources, such as issues that require immediate attention, prolonged discussions, or working from home during non-business hours. Some University departments require an employee to be accessible at all times by electronic means, including cellular phones, pagers, computers, and other electronic communication devices. Electronic resources provided by the University, however, shall be used primarily for business-related purposes and any personal use of such resources must satisfy the conditions set forth in section 5.D. of this document and the cost of such use fully reimbursed to the University.

## REASON FOR POLICY

The University is committed to providing essential, business-related tools for faculty and staff in a manner that promotes the proper stewardship of assets and establishes a framework for consistent decision-making. While recognizing that properly used mobile communication devices facilitate University business, the University must manage the costs, risks, and administrative burden associated with such use. As well, the policy ensures that staff are aware that they need to use the device in accordance with all

policies at Victoria University, the University of Toronto and other similar public sector institutions.

## DEFINITIONS

These definitions apply to terms as they are used in this policy.

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<b>Business Call</b>	A telephone call related to the ongoing missions of the University
<b>Mobile Communication Device</b>	A communication device that is portable, designed to be carried by a person to conduct business communication activities, and equipped with a cellular plan.
<b>Personal Call</b>	A call that does not qualify as a business call.

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## PROCEDURES

### A. ELIGIBILITY

The University may provide employees with electronic communications resources for use in conducting official University business outside the workplace when there is a significant business-related reason for doing so. To this end, a department head will be required to obtain authorization from the Bursar for the purchase of any electronic device or associated resources and services. Such authorization will be granted only when the primary use of the resources will be for University business. When an employee's use of an electronic communications resource will not be primarily for University business, University funds may not be used to purchase the resource. The following options will be made available:

1. The University will provide a cell phone/PDA/Smartphone that may be used for business and reasonable personal use from a pre-determined device list provided by the Information and Technology Services department. This usage must not exceed the allotted minutes/text/data on the monthly plan associated with the device.
2. If an employee uses a personal cell phone for business use they will be fully reimbursed on a monthly basis, up to a maximum of \$40. This reimbursement will cover inbound calls, outbound calls and data that the employee designates as business transaction (and which incur charges in excess of the employee's service plan allotment). The employee will need to highlight all appropriate business calls on the original cell phone bill, annotate the business purpose and submit to their department head via the Expense Reimbursement form no later than [45 days] after the end of the month in which the charges are incurred.

## **B. UNIVERSITY ISSUED MOBILE COMMUNICATIONS DEVICE/S**

Mobile Communications Devices supplied by the University remain the property of the University and must be returned upon termination of employment, change in job responsibilities, or when requested. If an employee fails to do so, he/she will be charged for replacement equipment and all monthly charges incurred after they leave. Private purchase of University-owned equipment is prohibited.

## **C. DEPARTMENT HEAD PROCEDURES AND RESPONSIBILITIES**

The department head must obtain pre-approval for a mobile device for an eligible employee from the Bursar. Department heads will work with eligible employees to determine eligibility and the mobile communications device option from a pre-selected list of devices that best meets the needs of the University and the employee. Thereafter, department heads are responsible for ensuring that mobile communications device use conforms with established policy, and are required to re-evaluate periodically (at least annually) the continuing need for mobile communications devices assigned to their subordinates.

Eligible employees will complete a Mobile Communications Device Agreement Form (the "Agreement") in Appendix A). This form will include employee, department head, Bursar and Information Technology Services signatures with copies submitted to the employee and the original to the Information and Technology Services department. In the event an employee is terminated or otherwise becomes ineligible for the device, the department head must inform the Information and Technology Services department within three (3) business days.

## **D. INCIDENTAL PERSONAL USE**

Personal use of electronic communications resources must not adversely affect the performance of an employee's official duties or the functions of an employee's department. Incidental personal use of a University electronic communications service is allowable provided that such personal use does not violate the following circumstances:

- directly or indirectly interfere with the University's operation of electronic communications resources;
- interfere with the user's employment or other obligations to the University; or
- burden the University with noticeable incremental costs.

Noticeable incremental costs of personal use of the devices will be fully reimbursed to the University per section F.

## **E. DOCUMENTATION**

An employee who is to be provided with electronic communications equipment or services must, prior to the receipt of such resources sign a usage agreement acknowledging that primary use of the resources will be for official University business

and that any personal use of the resources will be incidental in nature. The Mobile Communications Device Agreement Form (the "Agreement") in Appendix A is to be used for this purpose.

#### **F. REIMBURSEMENT OF PERSONAL USE**

Any noticeable incremental costs for personal use of a University-provided electronic communications resource must be reimbursed by the employee furnished with the resource.

With respect to cellular devices, it is the responsibility of the employee to reimburse the University for non-incidental, personal calls reported on statements billed to the University. When the employee exceeds the package minutes under a cellular phone contract, the University will be reimbursed for any personal calls associated with the excess minutes at the excess-minute rate.

University guidelines and procedures must utilize similar mechanisms to recover costs associated with the non-incidental personal use of other electronic communications resources where there are statements billed to the University that provide sufficient detail to identify such personal use.

#### **G. ROAMING/TRAVEL CONSIDERATIONS**

University employees who require internet access for business purposes while travelling will be reimbursed for these charges through the standard Expense Reimbursement form process so long as charges are for short term internet services and are submitted as part of a lodging receipt. The University will not reimburse employees for roaming charges. To avoid roaming charges, employees should add international calling plans before beginning international business travel. Should an employee be asked by their respective manager to bring their University owned device on a planned vacation, a roaming package should be added to the device prior to the beginning of travel. If the employee takes the University owned device while on vacation and adds a roaming package but it is not requested by their manager, the cost of the roaming package and any excesses charges incurred during the trip will need to be reimbursed to the University no later than [45 days] after the end of the month in which the charges are incurred.

#### **H. HOME INTERNET**

Departments are prohibited from establishing any arrangements for reimbursement of home internet charges. It is the University's intention to phase out the reimbursement of internet connectivity and cable connectivity in employee residences by May 1, 2018.

## EMPLOYEE RESPONSIBILITIES

When utilizing mobile communication devices for University business, or personal use, employees have the following responsibilities:

### A. GENERAL USE

Employees are responsible for the safekeeping, care and use of the cell phone and attachments assigned to them.

- Replacing lost or damaged equipment due to negligence may be at the employee's expense.
- Employees utilizing PDAs or similar devices that store electronic files, data, email messages or other potentially sensitive university data are required to notify Information and Technology Services within 24 hours of the loss or theft of their device. If theft is suspected on the campus, employees must file a police report with Campus Police to ensure Victoria University's interest in preserving confidential information is respected.
- Employees to whom cellular phones have been provided are responsible for the security and maintenance of the phones and must promptly report any damage, theft, or vandalism to Information and Technology Services.
- Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their University-provided cell phones in any illegal, illicit or offensive manner.

### B. SAFETY

- Where the use of a mobile device might create or appear to create a hazard, users must avoid using the device. Using a cell phone while driving is not permitted. If an employee must use the phone he/she should pull over to a safe location or use a hands-free device.

## APPENDIX A

See next page for Mobile Communications Device Agreement Form.



## Mobile Communications Device Agreement

### Re: Employee/Contractor Agreement Concerning the Use of University-Provided Portable Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided portable electronic communications equipment and/or services, and I agree to abide by the terms of this agreement for all subsequent upgrades of any assigned equipment and/or services.

1. The following employee, \_\_\_\_\_ is authorized for a portable electronic communication device.

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bursar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. Check the Equipment/Service Issued:

- Laptop       Smartphone       Tablet       Other: \_\_\_\_\_

Asset ID/Number: \_\_\_\_\_

Model type: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_

### 3. Check the Box(es) Applicable to the Resource(s) the Employee/Contractor Has Been Issued:

- Equipment.** I agree that this equipment is to be used primarily for official University business, and that any personal use of the equipment will be incidental in nature. I agree to reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University, and will exercise appropriate care and caution when using the equipment in accordance with the policy and procedures set forth in the Financial Management Procedure Manual and Guidelines for the Purchase and Use of Mobile Communications Devices for Victoria University. In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone numbers and statements, are the property of the University.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use. If the University determines that there is no longer a business need for me to possess such equipment, I will return the equipment. Likewise, if I separate from University employment or am no longer in service to the University, I will promptly return the equipment to my department.

- Services.** I agree that this service is to be used primarily for official University business, and that any personal use of the service will be incidental in nature. I agree to reimburse my department for any personal use of this service that results in noticeable incremental costs to the University, in accordance with the policy and procedures set forth in the Financial Management Procedure Manual and Guidelines for the Purchase and Use of Mobile Communications Devices for Victoria University. In addition, I understand that all records related to the purchase and use of this University-provided service, are the property of the University.

I further understand that if the University determines there is no longer a significant business need for me to utilize this service, the University will discontinue its funding of the service. Likewise, if I separate from University employment or am no longer in service to the University, the service will no longer be paid for or reimbursed by the University.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_