

No. SE12	Page 1 of 2
Approved by: Senior Executive Committee – June, 2012	
Effective Date June, 2012	Replaces March, 2012

Title Cell Phone Policy

Policy Statement

It is the policy of Cambrian College to permit those employees whose job duties specifically include the frequent need for a personal cell phone or smart phone device to submit the monthly invoice for cell phone usage to their budget holder for approval as a business expense. Cambrian College will no longer own cell phones or smartphone devices for the exclusive use of an individual.

Scope

This policy applies to all Cambrian employees including faculty, administrators and support staff.

Application

A. Reimbursement Request

If a College employee's job duties specifically include the frequent need for a cell phone or device, then the employee may be eligible for a reimbursement to cover associated expenses. To receive such a reimbursement, the employee must receive approval from their Division Head. Reimbursements will be paid monthly, and this monthly cost will be charged directly against the employee's respective department operating budget under the purview of the applicable divisional Vice President. Under this reimbursement program, the device will be the property of the employee and the phones or devices may be used for personal calls and be combined or enhanced with other personal plans or individual applications. The College will provide the employee with confirmation of reimbursement, to permit the employee to take part in the College's negotiated rate plan.

B. Reimbursement Limits

The following maximum monthly reimbursements are authorized under this policy:

- Deans, Directors and above\$150.00
- Senior Managers\$100.00
- All others\$ 70.00

C. Support for Cell Phones or Smartphone Devices

All support for cell phones and devices will be provided solely by the employee's carrier. Employees who are approved for a data service device should ensure that the device they purchase works compatibly with Microsoft Exchange - the College's e-mail and calendaring system. The College also maintains a BlackBerry server for connecting BlackBerry smartphones.

Title Cell Phone Policy

**Effective Date
June, 2012**

**Replaces
March, 2012**

D. Multiple User Cell Phones

Budget Holders are encouraged to acquire multiple-user cell phones in their departments for loan to employees who have only the occasional need for a cell phone. Usage fees for multiple-user cell phones should be paid via the department's corporate Visa.