

Title	CELL PHONE MANAGEMENT		
Parent Policy	IT Resource Access and Acceptable Use	Responsible Office	IT Services; Finance
Classification	Administrative	Effective Date	2024-Jul-31
Category	Information Management and Technology	Document No.	1099
Approval	Vice-President, Finance and Operations		

This standard is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements, terms of employment and the parent policy.

The most up-to-date versions of the University's standards are posted on the policy and procedure website. If you have printed this standard, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 PURPOSE

This standard supports Royal Roads University's (University) continual commitment to maximize its financial stability through the implementation of cost-effective measures. The establishment of consistent standards for the procurement, assignment, use, and management of University-issued **cell phones** and the use of **personal cell phones** used in the delivery of academic, research, and administrative programs and business operations contributes to this commitment and sets clear direction for **members of the University community**.

2.0 SCOPE AND COMPLIANCE

This standard extends to members of the University community. Non-compliance with this standard may result in disciplinary action, up to and including termination of employment, contract, or other relationship with the University. Allegation of a breach and any disciplinary action are managed according to the University's established policies and procedures, applicable laws, legislation, collective agreement, or contract.

This standard and related policies, standards, and procedures form the foundation for the University's information, data, and IT resource security in support of the governance policy, *Information and Data Management and Security*, and applicable statutory and regulatory obligations.

3.0 STANDARDS

3.1 Management

- a. Only cell phones and service plans purchased or leased on behalf of the University through the procurement process and negotiations with service providers led by IT Services are authorized for business use. Cell phones acquired outside of this process are not authorized and are not eligible for reimbursement to the **user** or the user's **unit**.
- b. Users assigned a University-issued cell phone or granted permission to use their personal cell phone for University business are required to participate in relevant privacy and/or security training provided by the University. Users are required to contact IT Services to report any damage, loss, or theft of a University-issued cell phone. Loss or theft of personal cell phones used for University business is to also be reported to IT Services.

- c. An accurate, current inventory, assignment log, and disposition record of all cell phones acquired for University use and authorized personal cell phones is maintained and reviewed annually by IT Services.
- d. A review of the process and any financial impact is undertaken annually; the outcome is reported to the Vice-President, Finance and Operations for action, as necessary.

3.2 **University-issued Cell Phone Eligibility and Assignment**

- a. Eligibility and assignment of a University-issued cell phone is based on the user's role, business need requirements, and budget availability. The following outlines the eligibility priority:
 - President, Vice-Presidents, Associate Vice Presidents and Deans ("Executive Employees");
 - key University emergency response and on-call employees;
 - users who require a cell phone for safety reasons (e.g. perform hazardous work); and
 - users required to use a cell phone as part of their job responsibilities as indicated in the respective job profile or contract.
- b. Users are provided with the cell phone model negotiated by the University with the service provider. Personal preference for a specific model is not considered. In the event that the base model does not provide the necessary functions required to meet the business need or address a documented medical accommodation, the user may submit a request to upgrade to a suitable model. The request must itemize the upgraded features required and is submitted to the portfolio Vice-President for review and decision. If the request is approved by the portfolio Vice-President, the request is forwarded to the Vice-President, Finance and Operations for final decision. The decision outcome is communicated to all parties.
- c. Except in the case of emergency or emergent circumstances, personal use of a University-issued cell phone or use by another person other than the user is not permitted.
- d. Users who change positions or responsibilities and do not require the use of a cell phone or terminate their position with the University are required to return the assigned cell phone to IT Services at the time of position change or no later than the date of termination.
- e. Users who are on leave (paid or unpaid), except for vacation leave, from the University in excess of 20 consecutive calendar days will return their university-issued cell phone for the duration of the leave for leaves including, but not limited to:
 - i. caregiving leave;
 - ii. general leave; and
 - iii. maternity and parental leave.
- f. Users who are on short- or long-term disability will return their university-issued cell phone until they return to work full-time in the same position and with the same responsibilities.
- g. Users are responsible for securing a protective cell phone case. Cell phone cases will be reimbursed by the University up to a maximum of \$40.00. Cell phone cases that have been reimbursed are the property of the University and are returned to the University as outlined in s.3.2 d.
- h. The University will provide one cell phone charging cord. Users are responsible, at their own expense, to purchase any additional cell phone charging cords or other peripherals.
- i. Lost or damaged cell phones must be reported by the user to IT Services within 24 hours of noticing the cell phone is lost or damaged. The University will determine if a replacement or repaired cell phone will be provided to the user.
- j. Cell phones may be remotely wiped and/or locked at any time by the University.

3.3 Personal Cell Phone Use

- a. Members of the University Community may be eligible to use their personal cell phone to conduct University business. Written approval by the respective portfolio vice president is required and is submitted to the Vice-President, Finance and Operations (or designate) for final decision. The decision outcome is communicated to all parties.
- b. All University personal and/or business information and data, including photography, videos, audio, and video recordings, stored, downloaded, or recorded on an authorized personal cell phone is the property of the University. It must comply with relevant University policies, procedures, and standards and is subject to audit and/or review and any action as a result of the audit/review.
- c. Data, voice, and service plans (including domestic and international roaming) are the responsibility of the user. The University reimburses authorized personal cell phones at a rate established by Finance.
- d. Users who are on leave (paid or unpaid), except for vacation leave, from the University in excess of 20 consecutive calendar days will not be reimbursed for use of an authorized personal cell phone for the duration of the leave for leaves including, but not limited to:
 - i. caregiving leave;
 - ii. general leave; and
 - iii. maternity and parental leave.
- e. Users who are on short- or long-term disability will not be reimbursed for use of an authorized personal cell phone until they return to work full-time in the same position and with the same responsibilities.
- f. Users are responsible for securing their own protective cell phone case, charging cord and any other peripherals for the effective operation of their cell phone. These items will not be reimbursed by the University.
- g. Lost or damaged authorized personal cell phones must be reported by the user to IT Services within 24 hours of noticing the cell phone is lost or damaged. The University is not responsible for any lost or damaged authorized personal cell phones.
- h. Access to University applications on an authorized personal cell phone may be disabled at any time by the University.

3.4 Roaming

- a. Domestic roaming is included as part of the negotiated cell phone package for University-issued cell phones.
- b. International roaming is disabled on University-issued cell phones.
 - i. Users who require international roaming are required to provide their trip number to IT Services to enable this function and to have the cost charged to the unit budget.
 - ii. Executive Employees are exempt from this provision but are required to notify IT Services to enable the function.

3.5 Rates

- a. University-issued cell phone plan rates are established through contract negotiations with service providers. The initial cost of cell phone acquisition and the ongoing monthly service charges, or any credits, are applied to the user's home unit.
- b. Reimbursement rates for the use of authorized personal cell phones are set as part of the annual budget and reflect the cell phone plan rates established in s.3.5 a.
- c. Rates for the current fiscal year are published in Appendix A of this standard. Any changes to the rate are reported to Executive and communicated to the members of the University Community.

4.0 ROLES AND RESPONSIBILITIES

4.1 Vice President, Finance and Operations (VPFO)

- a. Responsible for the overall management of the cell phone assignment process and financial implications throughout the University.
- b. Informs Executive of any proposed changes to the process and/or financial rates.

4.2 Associate Vice President, IT Services (AVP IT Services)

- a. Responsible for ensuring the functioning of the cell phone assignment process and any implications continue to meet or exceed the needs of the University.
- b. Liaises with the Associate Vice President (AVP), Finance and the AVP, Human Resources to establish and annually review assignment criteria and financial implications.
- c. Leads the procurement process for cell phone service providers and negotiates contracts for the provision of services and equipment.
- d. Reports annually to the VPFO on the outcomes of the cell phone assignment process and financial implications and makes recommendations for any changes.

4.3 Associate Vice President, Finance (AVP, Finance)

- a. Liaises with the AVP, IT Services and the AVP, Human Resources to establish and/or review assignment criteria and financial implications.
- b. Informs users of annual rates for unit budget charges and personal cell phone reimbursement.

4.4 Users

Users are required to:

- a. agree to and comply with all legislation, including privacy, motor vehicle operation, distracted driving, and all relevant University information, data, privacy, and security policies, procedures, standards and to report any non-compliance or breach to IT Services; and
- b. safeguard any assigned cell phone and report any loss or damage (whether university-issues or personal) to IT Services.

5.0 DEFINITIONS

For the purposes of this standard:

Cell phone means a wireless mobile phone that relies on a radio frequency system to make and receive calls within a designated service area, which includes smartphones (e.g., iPhone, Android) and the enhanced functionality of this device.

Members of the University Community means members of the Board of Governors, employees, contractors, and volunteers who access and participate in University academic, administrative, and research activities and operations undertaken on behalf of the University on or off-campus. Students are exempt from participating in the cell phone management program.

Personal cell phone means a cell phone (as above) purchased and maintained by a user and intended for their own use.

Unit means a division, faculty, department, school, or institute within the University.

Users means members of the University community who use or participate in the cell phone management program.

6.0 INTERPRETATION

Questions of interpretation or application of this standard are referred to the Vice President, Finance and Operations for resolution.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Appendix A – Cell Phone Rates
- IT Resource Access and Acceptable Use (policy #1063)
- Network Access (standard #1098-S)

Review, Revision and Approval History

<u>Date</u>	<u>Action</u>
2024-Jul-31	Approved by VP, Finance and Operations; first implementation and effective date
2025-Jul-31	Next Review (one-year post-implementation)

APPENDIX A

CELL PHONE RATES

EFFECTIVE: SEPTEMBER 01, 2024 TO MARCH 31, 2025

1. Any initial acquisition costs or credits for University-issued cell phones are applied to the unit budget of the assigned user.
2. The monthly service plan rate for University-issued cell phones is: **\$45 per month.**
3. The maximum reimbursement rate for approved personal cell phone use is: **\$45 per month.**
4. For reimbursement for an approved personal cell phone, the user submits an approved expense claim to Finance.
5. These rates are reviewed annually, and units and users are notified of any change to the rates.