



<b>SUBJECT:</b>  <b>Mobile Communication Devices (MCD) Usage</b>	<b>CATEGORY:</b>  <b>Information Management</b>	<b>NO.</b>  <b>807</b>
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**PREAMBLE**

SIAS recognizes that certain employees, who by nature of their work, are required to be frequently accessible. This policy and its accompanying guidelines outline the requirements for the procurement, possession and appropriate use of SIAS-owned MCDs and establish criteria/standards to be applied in determining:

- An employee’s eligibility for a SIAS-supported mobile communication device (MCD);
- The approval and procurement process for obtaining a MCD;
- The limitations on personal use; and
- Compliance with Code of Conduct policy, Management Authorities Grid, Use of SIAS Equipment and Resources, and SIAS Asset and Materials Disposal policies.

MCDs are devices capable of voice and/or data communication while the device is not physically attached to a network.

**POLICY**

Mobile communication devices (MCDs) are provided by SIAS to assist employees in communicating effectively with other employees and outside clients/vendors as deemed necessary. MCDs that are purchased through the Procurement department are the property of SIAS. The primary use of MCDs is for SIAS-related business, however, incidental personal use is allowed pursuant to SIAS Equipment and Resources policy #303 and as detailed in the guidelines.

SIAS employees are eligible to obtain a SIAS MCD with accompanying data or data and voice plans if one or more of the following conditions are met:

- The employee has a title of out-of-scope (OOS) Manager or higher; or
  - The employee is a member of the emergency preparedness committee; or
  - The employee is required to be available on a 24/7 basis, such as designated campus security personnel, Information Technology personnel, or campus Facilities personnel;
- or

Approved by:  President & CEO	Prepared by:  Financial Services	Date Issued:  February 4, 2013	Supersedes/New  New	Page  Page 1 of 7 #807
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- The employee regularly works in more than one SIAST location, on international assignments, or does not have regular access to a networked computer.

In accordance with the attached guidelines, employees who do not meet the approval criteria may submit a request to their senior out-of-scope manager explaining the business reasons for obtaining a SIAST MCD.

It is the responsibility of both the employee who has been assigned a SIAST MCD and the employee's out-of-scope manager to ensure proper usage of the MCD.

In accordance with Use of SIAST Equipment and Resources policy #803, an employee may use their MCD for personal use, provided the usage does not exceed SIAST's contracted plan. It is the responsibility of the employee and the out-of-scope manager to determine whether any monthly exceeded usage is a result of SIAST business or personal usage. If a monthly plan amount is exceeded as a result of personal use, the employee will be required to reimburse SIAST for the estimated personal usage in that month.

Individuals to whom MCDs have been provided are responsible for any SIAST defined security and maintenance of the phones and must report any damage, theft, or vandalism to the Procurement department.

Employees are responsible to comply with provincial and federal laws regarding the use of MCDs while driving and prevent MCD use that jeopardizes employee safety.

## **PROCEDURES**

The attached Mobile Communication Devices Usage policy guidelines are intended to support the policy and provide detail on specific current practices.

The SIAST Mobile Communications Device Authorization and SIAST Cellphone Upgrade and Request Change forms are available on mySIAST.

## **RELATED POLICIES AND DOCUMENTS**

504-G	Management Authorities Grid
703	Code of Conduct
303	Use of SIAST Equipment and Resources
1003	SIAST Asset and Materials Disposal
806-G	Information Technology Security

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 2 of 7 #807
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## **MOBILE COMMUNICATION DEVICES (MCDs) USAGE GUIDELINES**

MCDs include and are not limited to laptops, cell phones, netbooks, playbooks, iPads or any electronic handheld information device.

The employee must submit the application form, authorized by their respective senior management assembly (SMA) member. The form should be attached to a web requisition and forwarded to the Procurement MCD Coordinator.

### **Establishing Cell Phone Service - Procurement Process**

- Contact your Procurement department with a web requisition that has been authorized as per SIAST's Management Authorities Grid policy #504-G,
- Procurement will provide you with a purchase order (PO) number and a cellular service authorization (required for new activations),
- Employees will contact the Helpdesk to activate the device on the SIAST network.

### **Standard Contracted Plan**

SIAST's corporate plan is negotiated and established by procurement and will:

- Include the following:
  - Unlimited texting;
  - 400 minutes of weekday airtime;
  - 1GB data plan
- NOT include the following:
  - Picture messaging – pictures may be forwarded through email;
  - Premium text messaging;
  - Voicemail to text

### **MCD Management**

Users will be added to a telecommunications database as their cellular service orders are processed.

Procurement and/or Accounts Payable will monitor to help identify excessive MCD usage. Identified misuse of cell phones will result in termination of cellular services.

### **Personal Use Limitation**

It is the responsibility of the employee and the supervisor to ensure proper usage of the MCD.

An employee may use their MCD for personal use, provided the usage does not exceed SIAST's contracted plan. It is the responsibility of the employee and the supervisor to determine whether the exceeded usage is a result of SIAST business or personal usage.

Procurement and/or Accounts Payable will monitor and notify employees and their supervisors when they have exceeded the SIAST contract monthly plan by 10%. It is the responsibility of the employee and the supervisor to determine whether the exceeded usage is a result of SIAST business or personal usage.

If it is personal use that exceeded the monthly plan amount, the employee will be required to

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 3 of 7 #807
---------------------------------	------------------------------------	----------------------------------	-----------------------	-----------------------------

reimburse SIAST for the estimated personal charges in that month.

### **MCD Billing**

Costs related to these services will be the responsibility of the employee's department.

### **Upgrades and Changes to Data plans**

MCD upgrades will not be allowed until the device's contract has expired or the asset has fully depreciated unless the device has been damaged. All upgrades must be or approved by the employee's senior out-of-scope manager. Please complete the SIAST Cell Phone Upgrade and Request Change form available on mySIAST.

Any additional packages outside the standard SIAST contracted plan must be paid by the employee unless specifically approved at a senior management level or higher. Any additional packages must be obtained through the completion of a SIAST Cell Phone Upgrade and Request Change form.

### **Return of MCDs**

It is the employee's responsibility to ensure the MCD is returned to the departmental supervisor or Human Resources upon leaving SIAST as an employee. The department will continue to be billed for these services until the MCD has been turned in.

The department will be responsible for any termination fees should the MCD be returned prior to the end of the contract.

### **Reporting**

Procurement and/or Accounts Payable will advise the controller and the appropriate senior out-of-scope manager where there appears to be non-compliance with the policy guidelines for appropriate follow up.

Procurement will provide an annual report to the Controller that identifies the employees who have a SIAST MCD.

### **Travelling Outside of Canada**

SIAST's cellular data plan is not covered when travelling outside Canada. To avoid unexpected roaming charges:

- Turn off data roaming (turn on airplane mode), and
- Turn on or connect to Wi Fi.

Should you travel extensively outside of Saskatchewan/ Canada, you may want to discuss/review your data plan with Procurement and make adjustments prior to leaving the province.

### **Disposal of Cell Phones**

Cell phones should not be donated. Donating cell phones can leave SIAST open for liability issues.

To properly dispose of cell phones, please return them to your local Procurement department.

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 4 of 7 #807
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Procurement together with the ITS department will dispose of cell phones in an environmental manner, in accordance with the SIAST Information Technology Security Policy 806-G) and the Asset and Materials Disposal Policy (#1003).

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 5 of 7 #807
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**SIAS**

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**Mobile Communications Device  
Authorization Form**

**Instructions:**

This form is to be completed by the employee/department to request a new Mobile Communications Device. Please refer to the Mobile Communication Device Usage policy guidelines for the process.

By signing this document I signify that I have read understand and agree to adhere to the SIAS Mobile Communication Device Usage Policy.

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

Department: \_\_\_\_\_ Org no: \_\_\_\_\_

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

**Authorization**

Check off all that apply:

- The employee has a title of out-of-scope (OOS) manager or higher
- The employee is a member of the emergency preparedness committee
- The employee is required to be available on a 24/7 basis, such as designated campus security personnel, Information Technology personnel, campus Facilities personnel
- The employee regularly works in more than one SIAS location, on international assignments, or does not have regular access to a networked computer
- Other (please explain) \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Member of Senior Management Assembly (SMA))

Please return a copy of this signed release form to the Procurement Department and attach to the web requisition

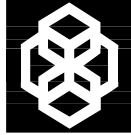
**Procurement**

Cell Phone Number: \_\_\_\_\_ WebReq/Purchase Order No. \_\_\_\_\_

Procurement Personnel (please print): \_\_\_\_\_

Laptop  Tablet  iPad  SIAS tag # \_\_\_\_\_

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 6 of 7 #807
---------------------------------	------------------------------------	----------------------------------	-----------------------	-----------------------------



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**SIAS Cellphone Upgrade and  
Request Change Form**

**Current Cellphone Holder**

3 0 6 [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Please fill out phone number

Last Name \_\_\_\_\_

Given Name \_\_\_\_\_

Division \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_

Office Phone \_\_\_\_\_

Campus \_\_\_\_\_

Room No. \_\_\_\_\_

City \_\_\_\_\_

**Requested Change**

- Phone upgrade (including new phone and accessories), if checked for an upgrade then:
  - Contacted Helpdesk to have ITS transfer SIAS data
- Phone Cancellation (includes termination fee)
- Add-on Long distance package (300 minutes per month)
- Add-on Professional Unlimited Talk North America (monthly fee)
- Add-on Roaming/Data Plan
- Default accounting (Org # change)

\*Note: Unlimited texting is already part of our phone plan.

**FROM:**

**TO:**

\_\_\_\_\_  
Org # (cost center)

\_\_\_\_\_  
Org # (cost center)

**Authorization as per Management Authorities Grid Policy**

Signature

Printed Name & Title

Phone No.

Date

\_\_\_\_\_  
Phone holder

\_\_\_\_\_  
Authorization (Member of Senior Management Assembly)

\_\_\_\_\_  
Campus Materials Management Coordinator

Approved by: President & CEO	Prepared by: Financial Services	Date Issued: February 4, 2013	Supersedes/New New	Page Page 7 of 7 #807
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