

PROCEDURES

Policy Name	Mobile Communication Devices (MCD) Usage		
Policy #	807	Category	Information Management
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	September 6, 2018
Policy Approved by	President & CEO	Revision Date	February 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	February 2029

See the related [POLICY](#).

DEFINITIONS

Mobile Communication Devices (MCDs): are devices capable of voice and/or data communication while the device is not physically attached to a network.

PROCEDURES

General Use

1. Saskatchewan Polytechnic (Sask Polytech) employees are responsible for the safekeeping (security), care and use of the MCD and attachments assigned to them.
2. Replacing lost or damaged equipment due to negligence may be at the employee's expense.
3. An annual MCD inventory list and cell phone usage report of their respective departments is provided to senior management for review. Departments are requested to review and provide feedback to ensure there is still a business need for previously approved MCDs and to ensure that employees know and adhere to the Sask Polytech's MCD policy.

Eligibility

1. Sask Polytech's employees are eligible to obtain a Sask Polytech MCD with accompanying data or data and voice plans as per the policy.
2. The employee must submit an MCD application form to Procurement, authorized by their respective Senior Leadership Team (SLT) member.

Establishing MCD Phone Service - Procurement Process

1. Forward an authorized MCD application to Procurement at procurement@saskpolytech.ca.

Upgrades and Changes to Data plans

1. MCD upgrades will not be allowed until the device's contract has expired, the asset has fully depreciated, or the device has been damaged and is unrepairable.
2. The employee's Senior Leadership Assembly (SLA) member must approve all upgrades by completing the Sask Polytech Cell Phone Upgrade and Request Change form available on the financial services SharePoint site under Supply Chain Services.
3. Employees with their own personal device who wish to upgrade within the Sask Polytech corporate account must:
 - a) Ensure there is no outstanding amount owed on the personal device.
 - b) Have completed a SaskTel transfer form.
 - c) Have completed a MCD application form; and
 - d) Understand the new device becomes the property of Sask Polytech.
4. All additional packages (e.g., out of country, or increased data plans) must be obtained by completing a Sask Polytech Cell Phone Upgrade and Request Change or Travel form.

Standard Contracted Plan

1. Sask Polytech's corporate plan is negotiated by the Ministry of SaskBuilds and Procurement.
2. Replacement of MCDs and device accessories within three (3) years of the original purchase date is discouraged.
3. Financial Services regularly reviews the usage of MCDs and will recommend to the employee's SLA member any changes to the employee's MCD plan when deemed appropriate.

Personal Use Limitation

1. The primary use of MCDs is for Sask Polytech related business and it is the responsibility of the employee and the supervisor to ensure proper usage of the MCD.
2. Employees are accountable for how they use the MCD(s) assigned to them. Employees can expect the right to privacy but not absolute privacy of files, data, and electronic mail.
3. An employee may use their MCD for personal use, provided the usage does not exceed Sask Polytech's contracted plan. Over usage is monitored and reported to supervisors. With appropriate cause, devices can be confiscated and searched.
4. The employee may be required to reimburse Sask Polytech for the estimated personal charges in that month if it is determined the personal use that exceeded the monthly plan amount is above the acceptable limit.
5. Sask Polytech prohibits the social media app TikTok on all Sask Polytech MCDs.

Travelling Outside of Canada

1. Sask Polytech's cellular data plan is not covered when travelling outside Canada. To avoid unexpected roaming charges:
 - a. Turn off data roaming by turning on airplane mode, and
 - b. Turn on or connect to Wi Fi wherever possible.

2. In the event work responsibilities change (temporary or otherwise) to require international device connectivity, the employee must amend their MCD data plan and complete the following process to avoid personal liability for international device charges:
 - a. Contact their immediate SLA member for approval.
 - b. Complete the travel form; and
 - c. Contact procurement with the approval to initiate the international travel data plan, understanding the request may take 24 hours to initiate service prior to usage.
3. For those employees going on vacation and are required or wish to have their MCD accessible they must receive their SLA member's approval prior to Procurement temporarily amending the employee's data plan. If this is not required for business purposes, the employee will still require pre-approval and will be required to reimburse Sask Polytech for the contract upgrade. Information on temporary upgrades is available through procurement.
4. Failure to initiate coverage for international service and/or vacation prior to leaving Canada will result in unauthorized charges under this policy, and the employee may be held personally responsible.

Transfer of Ownership (adding or removing MCDs or account numbers) on the corporate account (see upgrade and changes)

1. Transfer of Ownership may occur when an employee wishes to:
 - a. Move a private or personal account to a Sask Polytech corporate account.
 - b. Move a Sask Polytech account and/or MCD to a private or personal account.
 - c. Approval must be authorized by the employee's SLT member.
2. Reassignment of the MCD account number to a personal account must occur at the time of cessation or change of employment.
3. Reassignment of the MCD device to a personal account that is less than three (3) years old, requires the employee to Sask Polytech any amount not fully amortized prior to the release of the MCD. All MCDs are amortized over a three (3) year period.
4. Sask Polytech assumes ownership of all devices transferred under 1. a) unless otherwise approved by an SLT member.

Return of MCDs

1. Leave of Sask Polytech and/or Retirement
 - a. When an employee leaves Sask Polytech, it is the employee's responsibility to ensure the MCD and accessories are returned to the departmental supervisor. It is the supervisor's responsibility to ensure the employee returns the MCD and accessories.
 - b. The department will continue to be billed for these services until the MCD has been turned in and Procurement is advised of the change. The department will be responsible for any termination fees should the MCD be returned prior to the end of the contract.
 - c. Device should be reset back to factory settings prior to being returned to Procurement.

2. Temporary Leaves of Absence

For temporary leaves (e.g., short term sick leave) it will be at the discretion of the SLA member whether the:

- a. MCD is returned to the department and/or Procurement for repurposing; or
- b. MCD service is placed on a temporary hold; or
- c. Employees retain the MCD during their leave.

3. Long-Term Leaves of Absence

- a. For long-term leave, such as maternity or long-term disability/sick leave, the employee must hand in the MCD to their supervisor.
- b. It is the responsibility of management to contact Procurement as to the status of the MCD. The ongoing billing of the MCD will remain with the department until advised otherwise.

Disposal of MCDs

1. MCDs cannot be donated. Donating devices risks leaving Sask Polytech open for liability issues.
2. To properly dispose of MCDs, return them to your local Procurement Department.
3. Procurement, together with the ITS department, will dispose of MCDs in an environmental manner, in accordance with the Sask Polytech Information Technology Security Policy (#806-G) and the Asset and Materials Disposal Policy (#1003).

MCD Management

1. Users will be added to a Procurement MCD database as their cellular service orders are processed.
2. The appropriate SLA member will be advised where there appears to be non-compliance with the MCD policy and procedural guidelines, for any appropriate follow-up.