

### **Statement of Policy**

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Greater Saskatoon Catholic Schools (GSCS) understands the need for employees to access a variety of communication devices for both internal and external communication needs. To allow the employees of GSCS to do their jobs effectively, some employees are entitled to make use of cellular (cell) phones for business purposes.

### **Rationale**

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This policy outlines the cell phone options supported by GSCS, guidelines for appropriate use, and other administrative issues relating to cell phone acquisition and reimbursement. This policy was created to enhance employee safety, limit corporate liability, and help manage costs.

### **Application**

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#### **1. Allocation and Use of Cellular Services**

Eligibility for a cell phone or a cell phone reimbursement is approved by Executive Council.

Greater Saskatoon Catholic Schools is providing cellular services to assist in communicating effectively for the purposes of the specific role and responsibilities. Within GSCS, cellular services will be provided for several groups where it is critical for job function.

Personal use of the cellular device is permissible but within reasonable and appropriate limits. Staff are responsible for making good judgments on how best to use this resource. Use of a cell phone must follow the guidelines as stipulated in the GSCS acceptable use policy.

#### **2. Expectations for GSCS Cellular Devices**

- a. Initial costs for the phone purchase are the responsibility of the employee. The monthly charges will be charged against the appropriate GSCS budget.
- b. Employees are required to reimburse GSCS for any personal use resulting in additional cost that is material, including but not limited to overage charges. Payment is due upon receiving an invoice from GSCS.
- c. All customer service calls related to phone pricing, upgrading, billing, and plan information should be directed to the Approved Vendor.
- d. Additional features shall be added to an employee's plan, with Superintendent approval. These additional features may be at the expense of the employee if not deemed critical to the roles and responsibilities of the employee.
- e. Employees are responsible for theft, damage, or loss of the cellular device when in their possession. Employees may be responsible for phone repair or replacement charges.

- f. If a phone is stolen or lost, the employee is to notify the Information Technology Help Desk as soon as possible to have the phone deactivated.
- g. Improper use of cellular devices can result in disciplinary action, loss of service or privilege.

Currently, the following services are available to select cellular users.

- Unlimited Long-Distance Canada to Canada and Canada to the US
- Unlimited Local Calling
- Unlimited Canada-wide Data\*
- Call Display
- Call Waiting
- Call Transfer
- Voicemail
- 3-Way Calling
- Unlimited Text Messaging as well as Unlimited Picture/Video Messages

### 3. Special Conditions for Ineligibility

Under the following conditions, employees with a division cell phone/receiving a monthly reimbursement, will become ineligible or be required to reimburse the division:

- a. Long term leaves, medical leaves, maternity/paternity leaves, personal leaves, education leaves, leave without pay.
- b. Exception requests shall be submitted to Human Resources.

### 4. Ownership and Responsibility of GSCS Devices

- a. The **individual** is the owner of the cell phone hardware and therefore responsible for:
  - i. All replacement/repair costs of the device.
  - ii. Any negligent damage will be the employee's responsibility to repair or replace.
  - iii. Costs related to personal use on the cell phone are to be paid by the employee.
- b. The **division** is the owner of the cell phone contract and is therefore responsible for:
  - i. All costs incurred with the contract.
  - ii. GSCS related data on the phone.

All cell phone upgrades/purchases must be made through the Approved Vendor and authorized by the Information Technology Department.

### 5. Upgrades for GSCS Cellular Devices

- a. Each cell number may receive one (1) upgrade every 24 months.
- b. Suspension for upgrades will occur upon announcement of retirement or during any leaves.
- c. All costs of an upgrade are the responsibility of the employee.

- d. The employee is to contact the approved vendor directly to obtain the upgrade.
- e. The existing phone must be traded in if it was purchased by the school division.

## **6. Cell Phone Etiquette**

- a. While at work, employees are expected to exercise the same discretion in using personal cell phones or other mobile devices as is expected for the use of GSCS phones.
- b. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Phones should be set on vibrate, or turned off, especially during meetings.
- c. Employees are encouraged to minimize the number of personal calls during work time.

## **7. Cell Phone Safety**

- a. Employees are prohibited from using cell phones for work-related matters while driving. The cell phone should be put on vibrate or safe driving mode. If the employee needs to make a call or receives a call while driving, they should pull over safely and stop the car.
- b. Under no circumstances are employees allowed to place themselves or others at a safety risk to fulfill business needs.
- c. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the priority. If, because of weather, traffic conditions, or any other reason, employees are unable to concentrate fully on the road, they must either end the conversation or pull over and safely park the vehicle before resuming the call.

## **8. Security**

- a. All devices must be protected by a password, fingerprint/facial recognition, or similar security. The employee agrees to never disclose their passwords to anyone.
- b. The employee agrees to immediately report to the Information Technology Help Desk any incident or suspected incidents of unauthorized data access, phone theft, data loss, and/or disclosure of GSCS resources, databases, networks, etc.

## **9. Approved Vendor**

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## **10. Reimbursements**

Eligibility for a cellular phone reimbursement is based on the employee's position as approved by Executive Council.

## **11. Repairs**

Repair requests should be submitted through the Information Technology Help Desk.

**Date Approved**      **Dates Amended:**

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March 2024