



Administrative Procedure 514 - Cell Phone Reimbursement

Background

When a staff member, Principal or Division leader wishes to use their personal smartphone for Division use, they will be reimbursed for the cost of the use of the phone.

This reimbursement will be provided where there is not already a phone available for use (or the existing phone is less than 3 years old) or where there is not an existing contract agreement for a Division provided phone. Determination of staff that qualify for reimbursement is the responsibility of the Superintendent or Secretary-Treasurer.

Procedures

The process for reimbursement is as follows:

1. A cell phone agreement is signed.
2. Reimbursement will be for actual costs incurred to a maximum of \$50 per month. The maximum limit will be reviewed annually for comparison to the cell phone plan normally available to the Division for reasonableness.
3. The flat-rate, monthly reimbursement will address any costs relating to use of the phone for Division purposes, including long-distance and text messages.
4. Reimbursement will be done monthly and deposited electronically into the staff person's bank account
5. To avoid the reimbursement being considered a taxable benefit:
 - 5.1 staff will provide an initial submission of a cell phone invoice and once per year afterwards.
 - 5.2 staff may choose to "blackout" any personal information contained on the invoice.
 - 5.3 staff must inform the Secretary-Treasurer of changes to their plan where it would no longer qualify for reimbursement.
6. Passwords on the phone must be in place.
7. The phone must have Mobile Data Management (MDM) software installed (or equivalent, such as "Find My Phone") and set up in accordance with Technology Services department standards. If the cell phone is an iPhone, "Find My iPhone" is recommended to be used and active.
8. No support for the setup or use of the phone is to be normally expected from the Technology Services Department personnel.
9. The phone number may be published.

10. Phones must be available and activated for the use of phone calls, E-mails, and the internet.
11. The phone plan must be compatible with the Division's E-Mail system.
12. If you need to purchase an application ("apps") for Division purposes, the Division will reimburse the staff member in accordance with the Division's normal purchasing policies and procedures.
13. Staff may not link their Division purchasing card to their phone purchases or charges.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act

Effective: 2014-06-13

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