



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

HANDHELD DEVICES (Policy Statement: Travel and Expense Reimbursements)

Purpose

To establish procedures for reimbursement of business use of handheld devices.

Procedures

1. The Board recognizes that some positions within the board have a regular and ongoing business need to have access to handheld device communications as an inclusive part of their duties and responsibilities.
2. The Board will provide a reimbursement allowance for the cost of business related activity incurred using personally owned handheld devices providing that staff member is required by the nature of their job responsibilities to have telephone/email access while away from their regular place of business or the staff member is required to remain in contact with the board on a regular basis outside of business hours.
3. The board's standard reimbursement rate for approved business related reimbursements will be:

Cellular communications only	\$30.00/month
Cellular and email/data communications	\$65.00/month

This amount is based on the average usage and monthly plans available at the time the rate was set; reduced for recognition of a reasonable percentage of personal usage. This rate will be reviewed from time to time for reasonableness.

Exceptions for staff members with greater than average business usage will only be approved on an individual basis.

4. Approved reimbursement allowances will be paid as a lump sum upon receipt of a *Handheld Device Reimbursement Form*. Payment is for one school year adjusted where the device is purchased and/or approved midyear. The staff member will reimburse the board for the appropriate number of months if the member leaves the board or has a change in position whereby they are no longer required to maintain a cell phone for business use. This excludes the months of July and August when a position changes at the end of June in any particular year. Each qualified staff member is entitled to one reimbursement allowance per year.
5. If the Board requires a staff member to be in communication with the Board while out of the country, the Board will reimburse the staff member for the cost of their provider's out-of-country plan or documented

business usage up to a maximum of their provider's out-of-country plan. Preapproval by the staff member's supervisor should be obtained. Costs that exceed the value of the out of country plan are the responsibility of the staff member. Reimbursement requests should be included on a *Travel Expense Form*.

Where frequent business-related contact is anticipated, an appropriate out-of-country plan is strongly recommended.

6. Staff members receiving an allowance for cellular and/or email functionality are free to obtain a device of their choosing, provided it meets the minimum standard for their position and where applicable, must be enabled and connected to the board's email server by the staff member. Guidelines will be updated regularly on the board's website on minimum technical requirements needed in order to connect to the Board's system and instructions on how to connect/configure the handheld device to the Board's email system.
7. The **Device holder** is responsible for:
 - 7.1. Obtaining a device that, with input from their supervisor, meets the minimum requirements for their position and is connected to the board's email server where required.
 - 7.2. Ensuring a password is enabled in the device at all times.
 - 7.3. Paying all costs associated with the handheld device.
 - 7.4. Signing the *Handheld Device Reimbursement Form* which acknowledges the responsibilities and obligations of a staff member using handheld devices for business purposes.
 - 7.5. Ensuring that the Board is provided with the device phone number and keeping the Board apprised of any changes to their contact information.
 - 7.6. Being aware of the Board's Freedom of Information and Privacy Policy and related Administrative Procedures including ensuing security of private information and breach notification requirements in the event of lost or stolen device which contains Board information.
8. The **Supervisor** is responsible for:
 - 8.1. Confirming that the staff member is required by the nature of their job responsibilities to regularly and consistently require cellular phone and/or email access while away from their office or regular place of business.
 - 8.2. Ensuring the staff member is eligible for reimbursement under this administrative procedure and approving this eligibility by signing the *Handheld Device Reimbursement Allowance Form*.
 - 8.3. Determining the minimum standard for the device as related to the user's position as per the requirements contained in this administrative procedure
 - 8.4. Ensuring the *Form* is complete including a valid cellular phone number for future business contact.

8.5. Approving out-of -country plan requests for business related purposes.

Forms

Form A: Handheld Device Reimbursement

Approved: September 17, 2013
Revised: April 25, 2017