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Parent Policy	Expenses Policy
Framework Category	<i>To be assigned by Policy Office</i>
Approving Authority	<i>To be assigned by Policy Office</i>
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EMPLOYEE PHONE DIRECTIVE

PURPOSE

1. The purpose of this Policy is to guide the authorization and reimbursement of smart phone expenses at the University in a clear, transparent and equitable manner, and in accordance with the Expenses Policy and broader regulatory requirements.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Smart phone” means any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection.

“Personal Device” means a smart phone that the account is in the name of and it owned by an individual. The individual is responsible for paying for the monthly bill. Versus the University.

“Decommissioning” means retiring/ending the useful life of a smart phone and removing it from the monthly billing.

SCOPE AND AUTHORITY

3. This Directive applies to the purchase and use of Smart Phones for University activities.
4. Faculty members using their professional development fund to expensing smart phone bills for research purposes should refer to the procedure for the Use of Internal Research Funds. ADM 1306.01
5. The Vice-President, Administration, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

DIRECTIVE

6. Smart phones are provided to improve employee productivity and customer service. It must be established that the employee has a business need for the device as defined and approved by their supervisor (i.e. works regularly in the field, responsible for critical services).
7. **Request Process – Ordering a Smart Phone**

- 7.1.** New and replacement devices: Submit a Service Desk ticket and related Smart phone request form and approval form for the request. These requests need to be approved by the appropriate manager. A scanned copy of the completed forms should be sent via Email to smartphones@dc-uoit.ca.

8. Device Options

- 8.1.** Ontario Tech offers a standard device (reviewed at least annually) deemed to be sufficient for most employee needs. If an employee wishes to acquire a smart phone above the base model on the approved list the employee must pay for the difference in cost between the standard phone and their upgraded model.

9. Travel Outside of Canada

- 9.1.** Any employee who travels on the University's business must clear the use of the University-owned smart phone with their manager prior to the trip. Employees should work with ITS to determine the most cost-effective solution to minimize roaming charges. Failure to do so could make the user responsible for all costs.
- 9.2.** Employees that travel internationally for personal reasons and want to utilize a roaming package could get their manager's approval, arrange with ITS for the appropriate roaming package and reimburse their department for the expense of the roaming. Employees that want to arrange a roaming package should submit an IT Service Desk ticket.

10. Personal Devices

- 10.1.** It is strongly recommended for security purposes that a university device is used. In rare instances a unit can reimburse for the use of their personal cellphone/smartphone for Ontario Tech University business up to \$37 per month (subject to change). This is at the discretion of the relevant VP and VP Administration. The staff member agrees that:

- Ontario Tech will not reimburse the user more than the actual charges incurred.
- Ontario Tech will not pay for the purchase, replacement or subsidize the cost of any device and is not responsible for any issues that may arise with the user's device.
- Costs associated with travel would also be the user's responsibility (including roaming charges resulting from travel for Ontario Tech University business).
- Ontario Tech University is not responsible for any damages, possible viruses, or extra charges
- Employee must have a secure passcode to lock their device to protect any Ontario Tech University information on the device.

- 10.2.** Employees are required to fill out the Personal Device Reimbursement Form requesting to use their personal devices and requesting reimbursement. The form is to be approved by your Manager. Completed forms should be submitted via email to:accountspayable@ontariotechu.ca.

10.3. The Ontario Tech University can terminate this agreement with the user at any time and is subject to change.

11. Decommissioning

11.1. It is the responsibility of the manager to notify IT to decommission and remove from billing, the devices that are no longer in use. Devices and accessories are to be returned by the employees to their department and must be turned over to IT via the Service Desk. All security features need to be turned OFF, this includes the Passcode, Find My iPhone, etc.

MONITORING AND REVIEW

12. This Directive will be reviewed as necessary and at least every three years. The Vice-President, Administration, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

13. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 14.** Expenses Policy
Expenses Procedure
Procedure for the Use of Internal Research Funds