



Title	Cellular Phone and PDA Use Policy
Policy Area	Operations, College Systems and Resources
Policy Number	E.5.2
See also	Travel Policy, BCGEU Support Staff Collective Agreement, BCGEU Vocational Collective Agreement, Faculty Association Collective Agreement

Effective Date: April 20, 2010
Approval Date: April 20, 2010
Applies to: Board of Governors, Employees
Approving Body: President
Supersedes: Cellular Phone and PDA Use Policy, March 28, 2007
Authority: *College and Institute Act*

The following are responsible for the administration of this policy:

Primary Office	Contact
Office of the Vice President, Finance & Administration	Vice President, Finance & Administration

Policy Statement

- 1.0 Cellular Phone and PDA Use
 - 1.1 To assist an employee in carrying out his or her duties and business for Okanagan College, cellular phones or Personal Digital

Assistants (e.g. Blackberry or other similar device) (collectively referred to as "Cell Phone") may be provided to employees.

- 1.2 Canada Revenue Agency has advised that if an employer provides an employee with a Cell Phone, the service is not taxable as long as the primary purpose is to assist the employee in carrying out his or her employment duties. If a portion of the Cell Phone usage (or similar device) is personal, the value of the personal usage should be reimbursed to the College.

Policy Details

2.0 College Provided Cell Phone

- 2.1 If Okanagan College has provided an employee with a Cell Phone to allow the employee to carry out his or her duties, then the College will pay for the reasonable costs associated with the use of the Cell Phone.
- 2.2 If the College supplied Cell Phone is used for personal purposes, the employee must reimburse the College for those costs, such as time charges, long distance charges and roaming charges, as well as other costs for personal purposes such as personal text messaging, downloading music, downloading ring-tones, digital photography, etc.

Exceptions are as follows:

- a) An employee is not required to claim personal use for the actual cost of reasonable personal calls made while travelling in accordance with the terms of any applicable Collective Agreement or Travel Policy. Please refer to the appropriate Collective Agreement or policy for details.
- b) An employee may incur 30 minutes of "local" (not including personal long distance calls) personal calls per month without being required to reimburse the College for personal use. However, should the personal use exceed the 30 minutes allowed for a given month, the employee will be required to reimburse the College for *all* of the personal minutes used in that month, and not just the minutes that exceed the 30 minute maximum. The amount to be reimbursed is \$0.10 (10 cents) per minute.

3.0 Use of Personal Cellular Phone for College Related Business

- 3.1 If an employee uses his or her personal cellular phone for College related business, the College will reimburse the employee for that cost. The reimbursement will be limited to the actual time charges or, \$0.10 (10 cents) per minute if the employee has a fixed plan, long distance charges and roaming charges related to use for College business, and shall not include a percentage reimbursement for the employee's monthly fee, system charge and other regular or fixed fees charged by the service provider.

Procedures

4.0 College Provided Cell Phone

- 4.1 An employee may be provided with a Cell Phone. Authorization to receive a Cell Phone must be obtained from the employee's supervisor and from the budget manager in the employee's area.
- 4.2 All College supplied Cell Phones must be obtained through Information Technology Services on the College's Corporate Plan. Cell Phone accessories should also be purchased through Information Technology Services.
- 4.3 The College provides each employee with a copy of the monthly Cell Phone billing statement. This statement is paid directly by the College. The employee must review the bill to ensure its accuracy and to determine if there are any charges for personal use that must be reimbursed. Once the employee has reviewed the statement, they must forward the statement to their immediate supervisor with a note identifying any reimbursement for personal use. The supervisor must review and approve the billing statement. The supervisor should keep copies of the statements (electronic filing is acceptable) in a central location in the event of an audit by CRA.
- 4.4 To reimburse the College for the employee's personal costs, the employee may submit a cheque to the Finance Department, or an employee may include the reimbursement on an expense claim form to be off-set against a claim for expenses. A copy of the billing statement should be included with the reimbursement or the expense claim. Reimbursements must be made at least quarterly.

5.0 Personal Cellular Phone Reimbursement

- 5.1 Requests for reimbursement on business related charges on the employee's personal cellular phone should be submitted through an

expense claim form. A copy of the employee's personal cellular phone bill should be attached with the charges that are to be reimbursed highlighted. The employee may choose to redact or "white-out" the personal calls for privacy reasons and leave the charges that are to be reimbursed on the invoice.