

Pine Creek School Division

Regulation: GBEF-R
Approval Date: September 13, 2016
Resolution #: 14
Revision Date:

Wireless Communication Devices

The term “wireless communication device” refers to cellular phones, smartphones, multi-use devices and similar telecommunication devices.

The Secretary-Treasurer is the only divisional employee who can authorize a contract and/or plan changes for any division purchased wireless devices.

The Superintendent or Secretary-Treasurer may approve an allowance for a wireless communication device for an employee that meets at least one of the conditions outlined below:

- engages in regular work related travel for the Division
- is regularly out of the office on Division business
- is expected to be on call for essential services.

Any employee approved for an allowance must agree to:

- provide the number to be included in divisional directories
- use the security features of the device to protect the information on the device
- comply with any applicable division policies and procedures and provincial regulations regarding the legal use of wireless devices.

The approved allowance will be dependent on the level of use required for divisional business.

The allowance may be established in accordance with the wireless services agreement, depending on the divisional communication requirements of the employee, but will not exceed the rate the division would pay to contract this service. Employees may be required to submit the contract or bill in order for the division to establish the amount of the allowance.

Employees are to engage in their own cell phone contract and they will be paid by the Division in the amount of the approved allowance. This allowance is a taxable benefit as per Canada Revenue Agency regulations.