

## **PROVISIONS FOR CELL PHONES / PERSONAL ELECTRONIC DEVICES (PEDS) FOR DIVISION EMPLOYEES**

### **Background**

The Division views cell phones and other PEDs as instrumental in keeping our staff both safe and connected to the rest of the Division. The Division also recognizes the value that cell phones can provide in keeping our students and staff with a line of communication to keep them safe when away from the school on field trips and during highway travel. The Division does not support the use of cell phones or PEDs as replacements for landline phones, administrative assistants or other more economical means of communicating.

Please see AP 145 for the definition of PEDs and for the usage guidelines.

Cell phones and PEDs will be provided to or cost shared with employees per the following guidelines.

### **Guidelines**

- 1.1 **Personal Electronic Devices (PEDs)** – PEDs such as Blackberry's and other similar devices may be provided to or cost shared with employees in circumstances where it is determined by the Division that it is necessary for the employee to perform their duties effectively and safely.  
  
Blackberry's and alike will not be provided or cost shared by the Division for employees unless their job requires both extensive travel and a need to be electronically connected to the Division network. Further, schools are not permitted to use Division or Student funds to purchase or subsidize Blackberry's or cell phones for school based staff.
- 1.2 **Division Provided Cell Phones (assigned to employees)** – Where it is determined by the Division that a cell phone is necessary for an employee to perform their duties safely and effectively one will be provided to the employee by the Division. Circumstances where school based staff would be assigned cell phones are limited as most school based staff do not travel extensively or spend significant amounts of time off of school grounds.
- 1.3 **Pool Cell Phones** – Schools may and should make available pool cell phones for general use during school related activities such as field trips and highway travel. The cost of these phones will be covered by decentralized budgets and should use economical calling plans or calling cards. The Division reserves the right to reduce the number of pool cell phones at a school if it is determined that an excessive amount are in use.
- 1.4 **Cell phone allowance** – There may be situations where it is deemed to be beneficial to the Division or a School for a staff member to have a cell phone,

but not to the extent that the employee requires a phone to be provided to them by the Division. In such a situation the employee may provide a cell phone at their cost with the Division providing a monthly allowance to cover a portion of the staff member's bill determined to be related to Division business. The cost of allowances for school based staff will be covered by decentralized budgets. The maximum allowance payable will be \$50 per month. For employees assigned to communities identified as not having cell coverage the monthly allowance will be capped at \$25 per month. See section 1.6 for list of communities with cell coverage. All other communities are deemed to not have cell coverage.

Positions eligible for monthly cell phone allowance:

Division Maintenance personnel (not assigned to a specific school)

Computer Technicians

School Administrators

Responsive services field staff

Children services co-ordinator

Educational Consultants

Senior Staff

- 1.5 All allowances will be paid at the Division level. For eligible staff to be paid a cell phone allowance their Supervisor must forward the name and cell phone number of the individual and the proposed monthly allowance amount to the administration department at Central Office. The Division will verify that the employee is eligible for a cell phone allowance based on their position.

Allowances will be paid monthly by the Division, with no allowances paid during July for school based staff unless the staff member is required to work the calendar year and not the academic year.

1.6 **Communities with cell service**

- Air Ronge
- Beauval
- Buffalo Narrows
- Cumberland House
- Green Lake
- La Loche
- La Ronge
- Pinehouse
- Sandy Bay
- Timber Bay