



**Northern Rockies Regional Municipality**  
**Technology Services Policy and Procedure**  
**Mobile Device Acquisition and Reimbursement**  
Policy Date: September 2014

**PURPOSE**

The goal of the Northern Rockies Regional Municipality Mobile Device Acquisition and Reimbursement Policy is to establish Municipal policy and procedure regarding the authorization of municipally funded mobile devices; the procurement process for mobile devices; reimbursement policy for significant personal use of municipally funded mobile devices; and employee reimbursement for occasional work related use of non-municipally funded mobile device.

**SCOPE**

This policy will apply to all employees of the Northern Rockies Regional Municipality.

**DEFINITIONS**

Mobile Device: smartphone, cell phone, iPad/tablet, and cellular data sticks.

**POLICY**

1. All employees in possession of Municipal mobile devices must read and agree to the terms and conditions of the Electronic Communications and Technology Appropriate Usage Policy.
2. All employees are required to obtain proper authorization from the Technology Services Manager prior to the purchase, upgrade, or addition of new features to any mobile device including cell phones, smart phones, tablets, or cellular data sticks.
3. All mobile devices purchased by the Municipality remain property of the Municipality and must be returned upon termination, hardware upgrade, or at the request of the Municipality.
4. If an employee damages, loses, or experiences the theft of a municipally owned mobile device, they must immediately notify the Technology Services Manager to ensure that the device is inactivated.
5. The Technology Services Manager will review the monthly cellular bills to ensure the ongoing security of all devices and for operational efficiencies.
6. Limited personal use of Municipal mobile devices is acceptable provided it does not affect job performance, is not for personal financial/commercial or third party gain and the user adheres strictly to the policy guidelines of the Electronic Communication and Technology Appropriate Usage Policy.
7. Users who incur personal usage charges on their Municipal mobile device may be accountable for reimbursing the Municipality for those charges.
8. The use of Municipal cell phones, smart phones, and Internet data sticks outside of Canada is strictly forbidden without the express permission of the CAO. If, for business reasons, international travel is required and is approved by the CAO, the Employee must contact the Technology Services Manager 30 days in advance of travel, to have the appropriate international calling or data plan purchased.

## **Bring Your Own Device**

Some positions within the Municipality may qualify for a Bring Your Own Device or BYOD agreement. A BYOD agreement would involve the employee using their own personal device for work purposes and would be reimbursed at a rate approved for their specific position. In order to be eligible for a BYOD arrangement, the employee must permit the Municipality to use their cell number for business purposes and the cellular number must not “belong” to the position (ie: a public access number for Bylaw complaints). All use of the personal mobile device on Municipal data infrastructure must adhere to the Electronic Communications and Technology Appropriate Usage Policy.

The rate of reimbursement for BYOD agreements will be evaluated on positions with similar needs with a Municipal funded device and will be reviewed on an as needed basis based on Municipal corporate rates. If a BYOD agreement is approved, employees will be reimbursed quarterly.

A BYOD allowance will cease if the employee is no longer using or has use of the mobile device for business purposes.

Employees under a BYOD agreement assume all liability for hardware damage to their personal devices. In the event a personal device is damaged during work related activities, the Municipality may consider assisting with hardware replacement costs.

The BYOD program may be terminated at any time upon decision of the CAO.

### **PROCEDURES**

#### **1. Mobile Device Needs Evaluation**

In order to determine the type and level of mobile data/cellular access required for each position, the following criteria should be used in consultation with Technology Services Manager to determine the appropriate technology to meet the needs of the position while being fiscally responsible.

- 1) Phone Required
  - a) Dedicated or Shared
- 2) Texting Required
  - a) Dedicated or Shared
- 3) Photo/Video
- 4) Mobile access to e-mail
  - a) Basic mail forwarding or exchange server access
- 5) Mobile Internet Access
- 6) Mobile Data Systems Access (SCADA, flow control)

The true needs of the position should be evaluated with specific rationale. If an employee would like to upgrade their current mobile device, the above criteria should also be used.

2. The acquisition of all mobile devices will be coordinated by the Technology Services Manager in consultation with the Department Manager/Director.
3. All requests for new devices, device upgrades, or BYOD agreements should be forwarded to the Technology Services Manager for approval.