

ADMINISTRATIVE PROCEDURE NO. 512

CELLULAR TELEPHONE AND ELECTRONIC COMMUNICATION DEVICES USED FOR DIVISION BUSINESS

Background

The Division recognizes that some positions and job functions requires the employee to be accessible to the Division at all times or the employee's position requires an electronic communication device (cell phone) to more effectively perform the duties of the job. Where warranted, the Division will make the appropriate device available to the employees under certain terms and conditions as set out in this procedure.

Procedures

1. An employee who uses a Division supplied device or Division supplied vehicle is prohibited from using a "hands on" cell phone or similar device while driving. This prohibition includes receiving or placing phone calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages or any other purpose related activity.
 - 1.1 Employees may use a cell phone or electronic communication device while operating a motor vehicle in accordance with Alberta laws and guidelines provided the following conditions are met:
 - 1.1.1 It is not held in their hand;
 - 1.1.2 It is secure on their body or in the vehicle in such a way it does not impede sight lines;
 - 1.1.3 It is configured for use with a hands free device that is operated using voice recognition or by pressing a single button only once; and
 - 1.1.4 If a hands free device is in the form of a headset, the headset must be in place prior to operation of the vehicle.
2. Employees may use personally owned electronic communication devices during the workday and during other assigned duty times subject to Administrative Procedure No. 114 *USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES IN SCHOOLS*.
 - 2.1 Employees are prohibited from using cell phones while driving on Division business.
3. All cell phone/electronic communication devices must be approved and/or ordered centrally through the office of the Secretary Treasurer.
 - 3.1 The monthly plan and approved devices are to be purchased based on the needs of the required job function and not employee preference. The Secretary Treasurer will only approve deviations from the plan if it is a requirement of job function;

3.2 New electronic communication devices are to be purchased only when the contracted term is complete; and

3.3 All electronic communication devices acquired through the Division remain the property of the Division.

4. Division electronic equipment shall be used to support the educational business requirements of the Division and in a cost-effective and ethical manner. The employee issued the electronic communication device is responsible for all calls or usage of the device.

5. Employees who use a Division issued electronic communication device during the school day (contracted hours) and during other assigned times must use the device in accordance with Division standards.

5.1 The primary use of Division issued electronic communication devices are for Division business;

5.2 It is expected that expenses incurred by employees for personal use are reasonable and do not exceed charges for regular Division use. Employees will be responsible for extra charges which include, but are not limited to, ringtone downloads, non-Division related web-browsing or roaming charges not related to school business; and

5.3 The Division is not responsible for unacceptable extra charges. Such costs incurred by an employee that are excessive and not consistent with Division procedures will be reimbursed by the employee. In the event extra services, phone plans, or travel plans are acquired, the employee is responsible for all costs incurred.

5.4 Cell phone use outside of Canada is strictly prohibited unless approved by the Superintendent or designate.

5.4.1 If an employee is travelling out of the country and requires electronic communication device usage, an international travel plan may be approved under the direction of the Secretary Treasurer. Phone usage is guided by Appendix A.

6. Division issued electronic communication devices should be handled with care. Loss, theft or damage to a Division issued electronic communication device must be reported immediately to the Secretary Treasurer or designate. If the loss, theft or damage occurs as a result of employee negligence, the employee to whom the device is assigned will be responsible for reimbursing the Division for repair or replacement costs.

7. Upon leaving a position that requires the use of an electronic communication device or upon leaving the Division, the device must be returned to the Secretary Treasurer.