

Policy Number	7.5
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	June 2010

7.5 WIRELESS COMMUNICATION DEVICES

ENABLING LEGISLATION + LINKED POLICIES

Freedom of Information and Protection of Privacy Act

OBJECTIVE

The objective of this policy is to establish the parameters for the use and reimbursement of cellular phones (wireless communication devices) by Emily Carr University of Art + Design (University) employees while conducting approved University business.

SCOPE

This policy applies to all employees of the University.

POLICY

1. University employees may be eligible to use wireless communication devices for approved University business related purposes.
2. The use of wireless communication devices will be in compliance with the business needs of the University.
3. University employees may qualify for one of two alternatives available for wireless communication devices:
 - a) Allowance: assignment of an allowance to supplement the costs incurred by the employee who uses an employee owned wireless communication device access in the performance of University duties. The allowance shall be paid bi-monthly via an addition to the employee's pay.
 - b) University Owned: assignment and authorized University business use of a University owned wireless communication device in which no billable personal use will be allowed.
4. This policy also governs wireless communication devices acquired via grants and contracts awarded in the University's name.

POLICY SUPPORTS

7.5.1 Procedures for Wireless Communication Devices