

## **Purpose/Background**

To meet the communication requirements of the jurisdiction, Rocky View Schools mandates that specific employees must carry a mobile communication device/service plan. In an era of increased personal choice in respect to the type of digital devices used, the provision of a monthly maximum fixed rate reimbursement for the employment portion of the expense may be more appealing and beneficial to most employees rather than the provision of a specific division-supplied cellular device. Authorized employees who choose to continue to be supplied a cellular device by the Division must act in a responsible manner and reimburse the Division for excessive personal usage.

## **Procedures**

1. In order to capture specific position requirements multiple classifications have been created with different monthly reimbursements. (See Appendix A for a listing of employee positions and the categories they fall into. Please note that employee positions not listed will be reviewed on a case by case basis.) Each employee that is applying for the reimbursement must complete the AF5203. Any employee positions that do not fall into the categories in Appendix A will require the additional field on Form AF5203 to be signed by the Associate Superintendent of Business and Operations. Below are the Categories and a description of the reimbursement.
  - 1.1. Category 1 employees are authorized to receive a maximum expense reimbursement of \$70 per month provided the employee provides their own device and service plan, inclusive of voice mail, to meet the Division's communication requirements and submits their contact information to the person designated by the Superintendent. A central list of employees' telephone numbers shall be created and distributed for Rocky View Schools' internal use. The presumptive hours of work shall be 8:30 a.m. to 4:30 p.m. on a regularly scheduled workday; outside of these hours, personnel shall be contacted only in emergent situations. Individuals in certain job positions, as indicated below\*, may choose to participate on a voluntary basis. Please note the decision to opt in or out is a one-time option. Costs to acquire and operate the cellular device are the responsibility of the authorized employee and are not claimable costs to professional development or other budgets. Costs incurred for business-related long distance telephone charges, telephone roaming charges or business-related data charges **incurred when traveling out of Canada** are claimable additional costs provided employee obtains the cell phone provider's travel plan so that costs are minimized.
  - 1.2. Category 2 employees are authorized to receive a maximum expense reimbursement of \$45 per month provided the employee provides their own device and service plan, inclusive of voice mail, to meet the Division's communication requirements and submits their contact information to the person designated by the Superintendent. A central list of employees' telephone numbers shall be created and distributed for Rocky View Schools' internal use. The presumptive hours of work shall be 8:30 a.m. to 4:30 p.m. on a regularly scheduled workday; outside of these hours, personnel shall be contacted only in emergent situations. Individuals in certain job positions, as indicated below\*, may choose to participate on a voluntary basis. Please note the decision to opt in or out is a one-time option. Costs to acquire and operate the cellular device are the responsibility of the authorized employee and are not claimable costs to professional

development or other budgets. Costs incurred for business-related long distance telephone charges, telephone roaming charges or business-related data charges **incurred when traveling out of Canada** are claimable additional costs provided employee obtains the cell phone provider's travel plan so that costs are minimized.

1.3. Category 3 employees are authorized to receive a maximum expense reimbursement of \$30 per month provided the employee provides their own device and service plan to meet the Division's communication requirements and submits their contact information to the person designated by the Superintendent. A central list of employees' telephone numbers shall be created and distributed for Rocky View Schools' internal use. The presumptive hours of work shall be 8:30 a.m. to 4:30 p.m. on a regularly scheduled workday; outside of these hours, personnel shall be contacted only in emergent situations. Costs to acquire and operate the cellular device are the responsibility of the authorized employee and are not claimable costs to professional development or other budgets. Costs incurred for business-related long distance telephone charges, telephone roaming charges or business-related data charges **incurred when traveling out of Canada** are claimable additional costs provided employee obtains the cell phone provider's travel plan so that costs are minimized.

1.4. If the school principal authorizes and bears the cost, the following positions are authorized to receive a maximum expense reimbursement of \$15 per month provided the employee provides either a phone (could be a pay per use or disposable phone) or a pager and submits their contact information to the person designated by the Superintendent. A central list of employees' telephone numbers shall be created and distributed for Rocky View Schools' internal use. The presumptive hours of work shall be 8:30 a.m. to 4:30 p.m. on a regularly scheduled workday; outside of these hours, personnel shall be contacted only in emergent situations. Costs to acquire and operate the device are the responsibility of the authorized employee and are not claimable costs.

1.5. Category 5 employees are authorized to be provided with a Division owned device (to use for RVS business only) and a directly paid Division plan

1.5.1. If the employee is provided a Division supplied device, the cost of personal calls exceeding \$3.00 per month shall be reimbursed to the Division.

1.5.2. The presumptive hours of work shall be 8:30 a.m. to 4:30 p.m. on a regularly scheduled workday; outside of these hours, personnel shall be contacted only in emergent situations.

The exception to this is those employees on a condensed work schedule with alternate work hours as per the Terms of Employment.

1.5.3. Internet stick for wireless Internet connectivity are provided to Colony Schools

2. To receive reimbursement or receive an RVS device, Form AF5203 Cellular Devices must be completed by the employees Supervisor. The employee must retain copies of supporting receipts for reimbursement.
3. Unauthorized employees shall not be provided or compensated for cellular devices and service plans but may claim cost incurred on an individual telephone call basis by submitting an expense claim through Atrieve for approval.

4. Any electronic data that relates to decision-making within the Division, including but not limited to text messaging and email, is considered to be a business record and the property of Division.
5. Data pertinent to the Division must be removed from the employee's device upon termination of employment with the Division or discontinuance of device use.
6. Appeals regarding the placement of job positions within a category are to be made to the Associate Superintendent of Business and Operations.

*Reference:*

- School Act Sections 20, 60, 61, 80, 113, 116, and 121
- Freedom of Information and Protection of Privacy Act
- School Buildings and Tendering Regulation 383/88
- Agreement on Internal Trade; Annex 502.4
- Trade, Investment and Labour Mobility Agreement
- New West Partnership Trade Agreement
- RVS AF5203 Cellular Devices
- Appendix A Base Employee List for Cellular/Mobile Device Reimbursement

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APPENDIX A

Base Employee List for Cellular/Mobile Device Reimbursement

1 Authorized Category 1 Job Positions:

- 1.1 Superintendent
- 1.2 Associate Superintendents
- 1.3 Directors
- 1.4 School Principals
- 1.5 School Assistant Principals
- 1.6 Occupational Health Nurse
- 1.7 Manager of Communications
- 1.8 Digital Content Supervisor
- 1.9 Supervisor of Caretaking
- 1.10 Coordinator of Caretaking Services
- 1.11 Supervisor of Supply Management
- 1.12 Supervisor of Jurisdictional Programs
- 1.13 Lead Psychologist
- 1.14 Division Educational Psychologists
- 1.15 Division Program Specialist
- 1.16 Mental Health Coordinator
- 1.17 Sports Program Coordinator
- 1.18 Manager of Occupational Health and Safety
- 1.19 Aboriginal Connector
- 1.20 Family School Liaisons
- 1.21 Positive Behaviour Analyst / Behaviour Analyst
- 1.22 Manager of Wide Area Network\* *on a voluntary basis*
- 1.23 Data Storage Administrator\* *on a voluntary basis*
- 1.24 Technical Support Analyst\* *on a voluntary basis*
- 1.25 Software Support Analyst\* *on a voluntary basis*
- 1.26 Client Support Analyst\* *on a voluntary basis*

2 Authorized Category 2 Job Positions:

- 2.1 Community Partner Program Coordinator
- 2.2 Intervention Specialists
- 2.3 Maintenance and Grounds Department\* *on a voluntary basis*
- 2.4 Mentoring Specialist as approved by the Superintendent
- 2.5 Positive Behaviour Strategists
- 2.6 Project Coordinator Community Learning
- 2.7 Success Coaches
- 2.8 System Support Specialist
- 2.9 Records Management

3 Authorized Category 3 Job Positions

- 3.1 Executive Assistants I & II
- 3.2 Facilities Assistant
- 3.3 Library Coordinator

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- 3.4 Multi School Building Operators
  - 3.5 Occupational and Physical Therapists
  - 3.6 School Off-campus Coordinator or Work Experience Coordinator
  - 3.7 School Technologists assigned to more than one school
  - 3.8 Speech Assistants
  - 3.9 Speech Language Pathologists
  - 3.10 Director of Communications
  - 3.11 Sharepoint O365 Specialist and/or Trainer
- 4 Authorized Category 4 Job Positions:
- 4.1 Head Building Operators
  - 4.2 School Technologists assigned to one school
  - 4.3 Work Experience Teachers
- 5 Category 5 (*\*excepting those employees who opt to supply their own device*)
- 5.1 All full-time Maintenance and Grounds Department personnel who work outside of the Education Centre on a regular basis\*
  - 5.2 Manager of Wide Area Network\*
  - 5.3 Data Storage Administrator\*
  - 5.4 WAN and Project Administrator\*
  - 5.5 Technical Support Analyst\*
  - 5.6 Software Support Analyst\*
  - 5.7 Client Support Analyst\*
  - 5.8 Community Use Coordinator, if land line not provided
  - 5.9 Delivery Vehicle
  - 5.10 Maintenance on call after hour service
  - 5.11 Transportation Late Line
  - 5.12 Division Emergency Line