



# Cellular Device Policy

**Policy Type:** Corporate

**Policy Owner:** Vice President, Finance and Administration and Applied Research

**Approval Date:** December 10, 2025

**Replaces:** Version 2021

**Initial Year of Issue:** 2012

**Corresponding Procedure:** [Cellular Device Operating Procedure](#)

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## Purpose

To set the conditions under which a cellular device allowance may be provided to eligible Cambrian College ("the College") employees to support operational efficiency and business communication needs.

## Scope

This policy applies to all Cambrian College employees.

## Definitions

**Allowance:** the amount of monthly reimbursement that the College provides to eligible College employees.

**Cellular device:** a smart phone or cellular device that connects to a cellular network to transmit voice, text, and data.

## Policy Statements

### 1. Eligibility

1.1 Employees may be eligible to receive a cellular device allowance if one or more of the following criteria are met:

- a. The employee's duties require the use of a cellular device for College business.
- b. The employee's duties require work outside of the office, in remote locations, or

off-campus, where consistent communication with the College is essential to ensure effective business operations.

- c. The College reserves the right to revoke an employee's eligibility for a cellular device allowance at any time if the employee no longer meets the eligibility criteria or fails to comply with this policy or its corresponding procedures.

## **2. Allowance Exclusions**

2.1 The cellular device allowance does not cover:

- a. The full purchase cost of the cellular device or accessories.
  - Monthly financing charges for the device may be included within the allowance amount.
- b. Replacement costs for the device.
- c. Late payment fees, penalties, or other personal charges unrelated to business use.

## **3. Authorization**

3.1 Deans, Directors, or members of the Senior Team are responsible for determining employee eligibility for a cellular device allowance based on the criteria outlined in this policy.

## **4. Service and Plan Selection**

4.1 Eligible employees are responsible for selecting their own cellular carrier, device, and service plan, including any associated contracts and fees.

## **5. Device Capability**

5.1 Employees must ensure that the cellular device and service plan are capable of supporting required business functions required for their role (e.g., data connectivity).

## **6. Ownership and Personal Use**

6.1 The cellular device remains the personal property of the employee and may be used for both business and personal purposes.

6.2 Employees may integrate their business plan with personal plans or applications at their discretion.

## **7. Service and Maintenance**

7.1 Employees are responsible for all servicing, maintenance, and technical support of their cellular device.

## **8. Liability**

8.1 The College does not assume responsibility or liability for disputes, claims, or charges arising between the employee and their chosen service provider.

## **9. Security and Privacy**

9.1 Employees receiving a cellular device allowance are responsible for ensuring the security and privacy of their device and associated data. They must:

- a. Use secure passwords and maintain access controls.
- b. Prevent unauthorized access to their device.
- c. Refrain from sharing passwords or accessing credentials with others.

## **10. International Roaming**

10.1 International roaming charges incurred while conducting College business may be reimbursed upon approval from the employee's supervisor.

## **11. Allowance Administration**

11.1 Allowance rates and reimbursement processes are detailed in the [Cellular Device Operating Procedure](#).

## **Responsibilities and Accountability**

**Vice President, Finance and Administration, and Applied Research** is responsible for:

- The overall accountability for the administration and compliance of the [Cellular Device Policy](#) and [Cellular Device Operating Procedure](#).

**Director, Financial Services** is responsible for:

- Ensuring the effective implementation, management, and day-to-day compliance of the [Cellular Device Policy](#) and [Cellular Device Operating Procedure](#).
- Ensuring the development, review, and availability of the [Cellular Device Policy](#) and related operating procedure.

**Deans, Directors and Senior Team members** are responsible for:

- Assessing and determining employee eligibility for a cellular device allowance.
- Managing and facilitating employee reimbursements in accordance with this policy and related procedure.

**Eligible Employees** are responsible for:

- Adhering to the requirements outlined in this policy and its associated procedure.

## **Procedures/Forms**

- [Cellular Device Operating Procedure](#)
- Corporate Card Procedure
- Cheque Voucher Form

## **Related Policies**

- [Travel, Meal and Hospitality Expenses Policy](#)
- [Information Technology Acceptable Use Policy](#)