



SUBJECT: Smart Phone	POLICY NO: ADMIN – 6	LAST REVISED: March 26, 2023
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Policy

The Saskatchewan Polytechnic Students' Association Inc. will issue the Executive Council and employees with a Smart Phone to ensure they can properly conduct SPSA business when away from the office.

Procedure

The Executive Council, General Manager, Marketing Director, Executive Assistant, Student Advocates, Events & Marketing Coordinator, Administrative Coordinator and Campus Director will be issued cellular telephones to help ensure that proper business and communication can be accomplished when away from the office. Should an individual choose instead to utilize his/her personal Smart Phone while conducting organizational business, that individual will receive a monthly reimbursement fee of \$75.00.

The use of Association cellular telephones for personal calls is permitted but should be done sparingly and should not surpass their allotted monthly minutes. In cases where additional monthly charges are incurred because the allotted minutes have been exceeded, or for any other reason that is not SPSA business related, the applicable user must repay the SPSA the difference.

Use of these cellular telephones is not authorized when operating a motor vehicle. To dial, or otherwise initiate a call, or to respond to a call, the driver will leave the road and safely park the vehicle, or use a hands-free device. A hands-free device will not be provided unless deemed necessary by the SPSA.

If the Association smartphone is lost or stolen due to negligence, the Executive Council member or SPSA employee will be responsible for the cost of replacing the smartphone. Smartphones must be returned to the SPSA either at the end of the Council member's term or the employee's employment.

Smart Phone locks shall be used on employee phones that has access to company emails.

Any misuse will result in suspension of the privilege.