

UBC Faculty of Medicine Voice and Data Usage Policy Employee Acknowledgement & Cost Centre Approval

The UBC Faculty of Medicine has adopted the [Voice and Data Usage Policy](#) for mobile phone devices. Such devices may be connected to Faculty or University systems through the use of Microsoft Exchange Active Sync or other technology.

Acknowledgement

This acknowledgement clarifies the agreement between the employee and the UBC Faculty of Medicine for the use of mobile phone devices for Faculty business.

1. Voice and data usage is subject to the [Voice and Data Usage Policy](#).
2. The employee must comply with all relevant [Faculty of Medicine policies](#) and [University policies](#).
3. The employee will accept UBC Security policies pushed to the device when it connects to the UBC systems.
4. The Faculty will cover the monthly usage charges up to the employee's approved limit under the Faculty Voice and Data Plan. Any billing amount exceeding the employee's approved limit will be reimbursed to UBC by the employee.
5. The employee is responsible for overages on the plans including those caused by using more minutes or data than the plan provides, including roaming charges. Necessary business use over plan limits will be covered by the Faculty only with prior approval.
6. The employee may select the device of their choice as long as it complies with Faculty and UBC Security requirements.
7. The employee is responsible for selecting their device and is the owner of the device.
8. The employee will keep the device and transfer the contract or pay early termination penalty fees when they leave the Faculty. Alternatively, they can return the device so the plan and phone number can be transferred to another employee.
9. The employee is responsible for breakage, damage, and loss of their device.
10. If the device is lost or stolen the employee will either perform a remote wipe or will contact the MedIT Service Desk to report the device lost or stolen so that the MedIT service desk can perform a remote wipe.
11. The employee is responsible for backing up data on their devices. The Faculty may if required for security reasons initiate a remote wipe of the device without notice.

12. The employee will at all times comply with all relevant laws and regulations regarding the safe use of such devices including without limitation hands-free operation rules.

EMPLOYEE DECLARATION		
I have read, understood, and agree to the terms and conditions of this document.		
Employee Signature	Employee Name & Title	Date Signed

SUPERVISOR DECLARATION		
I confirm the employee requires a mobile phone in accordance with the UBC Faculty of Medicine Voice and Data Usage Policy. I confirm the monthly voice and data usage charges can be charged to the following PG (or SpeedChart) and in the event the employee leaves the position, the monthly charges will continue to be charged to the PG (or SpeedChart) until the phone contract is transferred or terminated.		PG / SpeedChart
Supervisor Signature	Supervisor Name & Title	Date Signed
PG Approver Signature (if different than Supervisor)	PG Approver Name (if different than Supervisor)	Date Signed

Submit to:

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