



<b>Title:</b>	<b>Voice and Data Usage Policy</b>
<b>Approved:</b>	July 2, 2014
<b>Approved By:</b>	Dean
<b>Audience:</b>	Faculty and Staff
<b>Purpose:</b>	To provide the flexibility and convenience of choice while maintaining the portable electronic device security needs of the Faculty and University.
<b>Contact:</b>	Finance Services Team

## Overview

The Voice and Data Usage Policy is adopted by the UBC Faculty of Medicine Dean’s Office to allow eligible faculty and staff to use the mobile phone of their choice for business purposes. Approved employees are added to the Faculty of Medicine’s Voice and Data Plan which fully covers reasonable business usage. Personal expenses incurred by faculty or staff who are on the Dean’s Office plan still remain the responsibility of the employee to pay. This policy provides flexibility in phone choices while maintaining the portable electronic device security needs of the Faculty and University. Upon successful implementation in the Dean’s Office, the Policy will be expanded to the rest of the Faculty.

## Qualifications to Receive Reimbursement

To be covered under this policy, an employee must complete and agree to the [UBC Faculty of Medicine Voice and Data Usage Policy Employee Acknowledgement & Cost Centre Approval](#), and the direct supervisor and/or senior leader or supervisor must provide approval signatures. Usage cost coverage is allocated from individual departmental operating budgets within the Dean’s Office.

To qualify under this policy, the faculty or staff member must meet at least one of the following qualifications:

1. The employee frequently works away from a regular office desk and it is critical that they be accessible while away from their normal work area.
2. The employee must frequently be accessible outside normal business hours.



To benefit from this policy, employees must contract with the Faculty's carrier, to contribute to pooling of voice minutes and negotiating leverage at times of contract renewal.

Faculty and staff who do not meet these qualifications are not deemed to require mobile phones for work purposes and will not qualify for coverage under this policy.

Information on devices and connecting to UBC systems can be found in the [FAQs](#).

### Coverage Amounts

The Dean's Office will cover the full basic monthly cost of the voice and data package assigned to a given employee under the Faculty's Voice and Data Plan plus any approved long distance add-ons or roaming packages. Excess amounts incurred due to justifiable business use will also be covered by the Dean's Office, but a justification of these charges to the supervisor is required in every case. If justifiable excesses to the approved plan for any given employee occur frequently the Dean's Office will look to adjust the plan to normalise coverage appropriate to actual business expenses incurred.

Personal use of devices and plans that does not incur additional charges to the Dean's Office is acceptable. Employees will be responsible for reimbursing the Dean's Office for any charges above and beyond the approved plan incurred as a result of personal usage.

Employees may choose any device made available by the Dean's Office plan provider. The Dean's Office will not fund necessary one-time costs of devices (i.e. the purchase cost for a device that does not come for \$0 with the approved usage plan). Employees who choose a device that costs more than \$0 with the approved plan may write a one-time personal cheque to the Dean's Office to cover the one-time expense.

Faculty and staff not eligible for regular coverage under this policy can be reimbursed for necessary, occasional business-related phone calls and additional roaming charges incurred on their personal mobile phones if an invoice, documentation on the nature of the calls and approval are provided. Reimbursements up to \$50 are made through petty cash, and over \$50 through requisition.

### Device Ownership

Employees take full ownership of the phone.

Any costs associated with loss or damage of a phone is the sole responsibility of the employee, and the employee is responsible for any replacement or repair costs to their phone.



Employees who leave their position with the UBC Faculty of Medicine before the two-year phone contract is complete have the following options:

- a. The employee transfers the plan to themselves personally, and keeps the phone and phone number
- b. The employee returns the phone to the Dean's Office Purchasing Coordinator to have the phone and phone number transferred to another employee
- c. If the employment termination is the result of a promotion or transfer within the Faculty of Medicine, the employee may obtain approval from their new direct supervisor or senior leader to transfer use of the phone to their new position for continued use.

### Device Upgrades

Under the Dean's Office plan employees will be eligible to upgrade their device. Employees wishing to upgrade their device will be personally responsible for the upgrade cost (if applicable).

All devices chosen by an employee must meet the Faculty's and University's standards for device security and data protection. Generally, all recent smart phone models should meet these policies.