PURPOSE

To provide a consistent process for the eligibility, approval and tracking of mobile/ wireless devices or portable electronic devices and their respective charges on operating funds.

DEFINITIONS

Mobile/ Wireless Devices - include cellular/ smartphones, laptops, tablets, and other similar devices.

Examples of devices:
- Cellular/ Smartphones – iPhone, blackberries, Samsung, Sony, Nokia, etc.
- Laptops – MacBook, Samsung, IBM, Asus, etc.
- Tablets – iPad, Samsung, Asus, etc.

STATEMENT OF POLICY

1. Cellular/ smartphones may be purchased for those staff or faculty who meet all the following criteria using U of M operating funds if the respective unit has the necessary budget and where:
   a. They hold a Dean, Associate Dean, Department Head, Director or Manager role or above level of position;
   b. The majority of their annual income is derived from the position in (a) above;
   c. There is an essential business need/ justification specific to the individual’s role in the College or Faculty including:
      i. Significant amount of time is spent out of the office for various work related reasons.
      ii. Due to the nature of their position they are required by the respective Dean to respond to urgent email or phone messages.

2. Cellular/ smartphone contracts for UMFA members must follow Article 27 of the Collective Agreement and there must be sufficient budget in the respective Travel and Expense fund to cover the expenses.

3. Cellular/ smartphone contracts are typically not an approved expense on research funds unless it is necessary for conduct of the research project, required for personnel safety reasons and appropriate justification is documented and kept on file.

4. The purchase, upgrade or replacement of mobile/ wireless devices must be approved by the administrative one over one approver of the individual who will use the device. IST may check with the Director of Finance if purchases exceed the standard for the respective device.
a. Upgrades to mobile/ wireless devices may be approved when the respective contract is expiring and the device is not in good working condition.

b. Purchasing cards (Pcards) should not be used for monthly device charges

c. For further information on the process, please see below:

   i. Mobile device purchase and activation (standard data plans range between 5 and 6 GBs per month depending on the device)
      http://umanitoba.ca/computing/ist/telecommunications/cell/purchaseactivate.html

   ii. Laptop or tablet purchase:
      http://www.umanitoba.ca/campus/bookstore/computers/deskstandards.html

   iii. Upgrade a mobile device:
      http://umanitoba.ca/computing/ist/telecommunications/cell/upgradedevice.html

   iv. Cancelling mobile device contract:
      http://umanitoba.ca/computing/ist/telecommunications/cell/cancelcontract.html

   v. Transfer of ownership (personal device to University):
      http://umanitoba.ca/computing/ist/telecommunications/cell/transown_pers_u.html

   vi. Transfer of ownership (University to personal device):
      http://umanitoba.ca/computing/ist/telecommunications/cell/transown_u_pers.html

   vii. Lost or stolen devices:
      http://umanitoba.ca/computing/ist/telecommunications/cell/mobileloststole.html

   viii. Repairs to devices:
      http://umanitoba.ca/computing/ist/service_catalogue/communications/mobile/2827.html

5. For individuals holding a position of Dean, Associate Dean, Vice Dean, Director or Department Head the appropriate travel package may be purchased prior to travelling to prevent the incursion of roaming charges. Roaming charges occur when you enter another country other than Canada, and use cellular services (telephone, texting and data). A notification is usually received on your device alerting you that you need to add a roaming travel plan.

   a. For positions not mentioned above the request to purchase travel packages must be sent to the Director of Finance for review and approval prior to each trip. Decisions will be made on a case by case basis and where a justifiable business need exists.


   c. Tips for reducing mobile/ wireless costs while travelling:

      i. Turn data roaming off when you don’t need to check email/ internet.

      ii. WiFi services should be used as often as possible to reduce these costs and manage the data plan for the mobile device. Most hotels offer WiFi free of charge or for a nominal fee, which allows the individual to check emails and download files or information.

      iii. Turn off applications that leverage GPS, such as Maps, Weather, etc.

6. Monthly/ wireless devices with a monthly invoice based on usage will be monitored by RFHS Finance. Individuals whose monthly charges exceed the normal monthly charge by $10 or more will be responsible for reimbursing the University for the entire overage. Individuals who exceed their travel packages may be personally responsible for the overages.
7. An inventory of mobile/wireless devices with monthly charges must be kept by the respective College Senior Financial Officer and reviewed annually.

8. Any exceptions to this policy will first be reviewed by the Director of Finance and then forwarded to the Dean for approval where applicable.

POLICY CONTACT: Director of Finance, Rady Faculty of Health Sciences

CROSS REFERENCES – This policy should be cross referenced to the following relevant Governing Documents:

Mobile/ Wireless Devices
http://umanitoba.ca/ist/telecommunications/cell/

Use of Computer Facilities Policy and Procedures – November 2013
http://umanitoba.ca/admin/governance/governing_documents/community/252.html

Travel and Business Expense Claims Policy and Procedures – December 2014

Custody and Control of Electronic Devices and Media Policy and Procedures – June 2015
http://umanitoba.ca/admin/governance/governing_documents/community/custody_and_control_electronic_devices_and_media.html