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. Any exceptions to this policy require written approval of the Director of Finance, RFHS.

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. Device Approvals

Purchase of cellular devices/smartphones may be approved by the individuals one-over-one and Director of Finance using U of M operating funds, prior to submission to IST, for those staff or faculty who meet all the following criteria:
   a. They hold a position at the level of Dean, Vice Dean, Associate Dean, Department Head, Director or Manager;
   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. UMFA Approvals

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. Purchase approval for both the phone/upgrades & monthly plan will follow the same process of one-over-one approver & the Director of Finance, prior to submission of the request to IST.
3. Research Funds

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. Upgrades & Replacement

a. Upgrades to mobile/ wireless devices may be approved by the Director of Finance when the respective contract is expiring and the device is not in good working condition. Any requests for upgrades/replacements prior to contract expiry will require the original device be submitted to the RFHS Finance Office.

b. All smartphone contracts are to be held with the U of M approved supplier (ie Rogers) via a U of M approved contract. Personally held contracts will not be reimbursed, and 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. Travel Packages

For individuals holding a position of Dean, Vice Dean, Associate Dean, Department Head or Director, 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.

b. Travel plans:
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. Overages
   Wireless devices with a monthly invoice based on usage will be monitored by RFHS Finance
   Office. 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. Inventory
   An inventory of mobile/wireless devices with monthly charges must be kept by the respective
   College Senior Financial Officer and reviewed annually.

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 2017

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