

Provision of Division Cellular Phones



July 2026

Background

Prairie Land Public School Division believes that it is important that certain staff members are easily accessible throughout the year (sometimes outside of regular business hours) for a variety of reasons including possible emergency situations (staffing, students and travel). Therefore cellular phones will be made available to the following staff:

- Leadership:
 - Superintendent, Chief Deputy Superintendent, Associate Superintendent, Secretary–Treasurer, Directors of Finance, Plant, Transportation, Human Resources, School Principals
- Information Technology:
 - Network Systems Analyst and related positions
- Maintenance and Transportation:
 - Mechanics, Maintenance and Bus Drivers
- Schools and Support Positions:
 - Colony Schools (1 phone per school), Family Resource Workers

In lieu of a Prairie Land supplied cellular phone, the staff in the positions listed above may be approved for a monthly cellular phone allowance of \$25, which will be added to payroll as per CRA rules.

Division cellular phones are not a replacement for personal cellular cell phones and therefore must be used in a fiscally responsible and transparent manner for school and/or Division business only.

Procedures

1. Division cellular plans and phones are managed by the Technology Department following approval from the Superintendent.
2. Division cellular phones and monthly plan expenses will be approved by and paid for by the school or department that the respective staff member belongs to.
3. Eligible employees wishing to access the monthly cellular phone allowance of \$25, which will be added to payroll as per CRA rules, must fill out and submit AP619 Form Personal Cell Phone Monthly Credit Application.
4. In the event that a staff member who has been provided with a cellular phone by the Division and is on medical leave, the staff member's cellular phone plan will

continue to be paid by the Division for a period of no more than three (3) months. After the three (3) month period, the staff member must elect to either begin making cellular phone plan monthly payments personally until the employee returns to work or return the Division cellular phone to the Technology Department.

5. Any staff member who is on any other form of leave other than medical leave shall be immediately responsible for the payment of the cellular phone plan or return the Division cellular phone to the Technology Department.
6. Staff members may use Division cellular phones for personal use provided that such use does not interfere in the performance of their employment duties, including while conducting personal business, is consistent with professional conduct, is used in a manner that is lawful, ethical and efficient and aligns with relevant Prairie Land Policies and Administrative Procedures. Any additional charges to cellular phone plans as a result of personal usage will be the responsibility of the staff member.
7. Staff leaving the employment of Prairie Land will return their Division cellular phone to the Technology Department or the staff member may purchase the Division cellular phone. If a staff member decides to purchase their Division cellular phone, the Secretary Treasurer will assess the purchase price of the Division cellular phone.
9. If a Division cellular phone has been lost, stolen or compromised, the Technology Department must be immediately informed.

Approved: August 2025

Revised: July 2026