



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: MOBILE COMMUNICATIONS TECHNOLOGIES

<b>Procedure No.</b>	FA-310-PR	<b>Division</b>	Finance & Administration
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	BP-OP-001B
<b>Related Policy</b>	FA-310	<b>Effective Date:</b>	March 20, 2008 (R2)

## PROCEDURE

### 1.0 Authorization

The acquisition of any mobile communications technologies device and subscription for use must be authorized for management and/or other specified positions as recommended by a member of the College Executive and subsequently approved by the Vice-President of Finance and Administration. Where possible, mobile communications technologies should be a pooled resource within a unit of operation; e.g., department/campus/ division. On occasions when mobile communications technologies may be required by an individual in a non-specified position, the pooled resource will be signed out to that individual for the specific trip or use.

Purchase orders for mobile communications technologies and contracts for usage must be authorized by the Vice-President of Finance and Administration or designate.

Mobile communications technologies are to be used for college business only. Employees are responsible for reviewing their monthly bill and identifying any personal calls. Personal calls while on travel status will conform to the current regulations in Travel Policy FA-308, "An employee on overnight travel status may claim one 5-minute long distance personal call per day." All other local and/or long distance personal calls in excess of \$10 per month are to be reimbursed to the College by the employee.

**2.0 Equipment and Subscription Plan**

A set of standards for the type of mobile communications technology and the subscription package (contract) will be established by the Purchasing Department. Deviation from the established standards requires the written approval of the Vice-President of Finance and Administration. Acquisition of mobile communications technologies shall be limited to College Executive employees, senior management and other employees with provincial responsibilities as designated by College Executive.

**3.0 Budget/Monitoring**

The budget to cover acquisition and use will be the responsibility of the subscriber. Commitment to an approved budget will be contingent on the approval process as described in Section 3.1 - Authorization.

The number and use of mobile communications technologies will be monitored on a regular basis by College financial services staff. However, users will be responsible for ensuring that minimum resources will be dedicated to mobile communications technologies expenditures giving due consideration to particular circumstances applicable to individual College site needs.

**4.0 Specified Positions**

A listing of positions authorized for assignment of mobile communications technologies will be maintained and up-dated periodically as per 1.0.

Approval History	
Approved by President	December 19, 2000
Revision 1	April 2, 2007
Revision 2	March 20, 2008
Next Review	March 2012