



## SECTION 6: HUMAN RESOURCES

### POLICY 6.22: MOBILE DEVICE REIMBURSEMENT

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Passed: November 20, 2024

Amended:

#### 6.22.1 Purpose

This policy governs the reimbursement for use of personal mobile devices, such as cell phones or tablets, for employees who are required to use a personal device in the course of performing their library duties. Mobile devices covered under this policy are the personal property of the employee. Choice of service provider and payment of all costs charged by the service provider are the responsibility of the employee.

#### 6.22.2 Eligibility

Prince George Public Library management determines which employees are required to use a personal device in the course of performing their duties. Employee eligibility for reimbursement is subject to a determination that the position and/or work performed:

- includes the need for use of a mobile device outside of the employee's assigned office or work area, and it is important that the employee be available during ordinary work hours, or
- requires the employee to make or respond to text, phone, or email communications outside of normal working hours.

Library management will maintain a schedule indicating which positions have been deemed eligible for personal device reimbursement.

#### 6.22.3 Reimbursement Plan

The maximum reimbursement amount for use of a personal mobile device is **60% of the average cost of a cell phone plan, as determined by a market analysis of the major service providers**. Library management will maintain a schedule indicating the most recently calculated average plan cost, as well as the reimbursement amounts associated with each of the eligible job positions in the library. The reimbursement amounts are based on the average number of hours per month an employee in a specific job position is required to use their personal device. The average cost of a cell phone plan and the average number of hours per month an employee in an eligible position is required to use their personal device will be reviewed periodically to ensure that the reimbursement amounts are an accurate measure of the cost and use of personal devices by library employees.

Reimbursement under this policy is not designed to cover the full cost of the employee's personal device, but to subsidize the cost of the device to an amount proportional to its use for work-related duties and functions. The reimbursement amount covers the use of the employee's personal mobile device, including costs for subscription services paid to service providers. No additional reimbursement will be made for specific phone



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insurance premiums, other associated devices (apple watches, for example), wifi/internet costs, or other related costs.

If an employee is eligible for reimbursement for use of a personal device while performing library work, they may submit a completed Employee Expense Reimbursement Form to their supervisor for authorizing signature.

#### 6.22.4 Employee Responsibilities

- The employee is responsible for maintaining a cell phone plan with the service provider and paying the costs charged by the service provider.
- The employee submitting a reimbursement claim must attach a copy of the service provider's bill to the Employee Expense Reimbursement Form. The bill must include the employee's name and address, the service period covered by the bill, and the amount of the bill.
- The employee agrees that reimbursement under this policy does not constitute an increase in pay, and will not be included in any calculation of pay increases for the employee's position. The employee also agrees that the reimbursement is not subject to income taxes, as it is the reimbursement of employee incurred business expenses.
- All mobile devices used under this policy must be protected by a secure password, PIN code, or biometric access controls. The employee's PIN or password for accessing a mobile device should not be shared with any other person. Mobile devices must be locked and/or secured when unattended to prevent unauthorized use or theft.
- Employees are reminded that the contents of all work-related communications, including text and email messages, are subject to freedom of information requests under BC's Freedom of Information and Protection of Privacy Act.