



MOBILE PHONE POLICY

Policy

Effective: 1 July 2015

To be reviewed: January 2018

***To help the public service
spend wisely***

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INTRODUCTION

1. The nature of OAG's work and the responsibilities of certain staff require them to be able to connect to data services or be contactable during and after work hours. This document sets out the OAG's policy for the provision of mobile phones (smart phones) and the reimbursement of communication costs (phone calls, SMS, data) to support effective and timely communication within the OAG.

SCOPE OF THE POLICY

2. This policy applies to all staff. Breach of this policy may be dealt with under the Human Resources Management Policy and Procedures Manual and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

3. The Auditor General has overall responsibility for the effective operation of this policy.
4. All staff are responsible for complying with this policy and for ensuring that it is consistently applied. Any breach of this policy should be reported to Auditor General.

HARDWARE

5. The Auditor General, Deputy Auditor General, Audit Principals, and Administrative & Finance Manager will be provided by the OAG with a smart phone on the OAG's approved list or up to a value of \$600. The phone will remain the property of the OAG and no personal contributions can be made for a more expensive handset.
6. Phones will normally be replaced every two years. During those two years the OAG will replace a phone once due to theft, loss or damage. Any subsequent replacements within the two year time frame will be at the employees' own cost. Old handsets that have been replaced will be offered for a nominal fee (\$50) to the employee or other staff members subject to the approval of the Auditor General.
7. The provision of handsets to other members of staff will be considered on a case by case basis. In such instances a clear business case will be prepared by the relevant Audit Principal and approved by the Auditor General.

MOBILE PHONE PLAN AND USAGE COSTS

8. **Auditor General** - The OAG will meet the plan and business usage costs for the Auditor General's phone. The OAG will be billed directly for the Auditor General's phone. The Auditor General will reimburse the OAG for personal usage identified on the monthly bills.
9. **Deputy Auditor General, Audit Principals and Administrative & Finance Manager** – The OAG will reimburse voice, message and data costs up to a maximum of \$25 per month (excluding overseas roaming costs). Officers will be responsible for obtaining their own smart phone, plan and paying their own accounts. These costs will be reimbursed every four months (31 October, 28 February and 30 June) in arrears. To obtain reimbursement Officers should submit claims to Administrative and Finance Manager including a copy of the relevant monthly bills. No claim will be reimbursed without the relevant bills.
10. **Other employees** - The OAG will reimburse all employees below Audit Principal level for the identifiable business use of their personal cell phones. These costs will be reimbursed every four months (31 October, 28 February and 30 June) in arrears. To obtain reimbursement employees are required to provide the itemized billing identifying the numbers called, dates and amounts. Claims should be submitted to Administrative and Finance Manager.

OVERSEAS ROAMING COSTS

11. For all staff, the OAG will meet reasonable business costs incurred while overseas on OAG business. For example, the OAG will meet the costs of phoning colleagues or clients in Cayman.
12. With respect to roaming costs for data usage the OAG will not reimburse these, except in exceptional circumstances and with the approval of the Deputy Auditor General. Employees should make every effort to use Wi-Fi services for data purposes and as outlined in the OAG's travel policy, the OAG will reimburse employees for any costs of Wi-Fi services at their hotel accommodation when travelling on official business.
13. When travelling overseas value for money should be considered when using phones for official business. Employees should consider options such as the roaming packages provided by a telecom provider for the US and Canada, which will be reimbursed if there is a business case and approval is obtained prior to travel, or the use of skype over Wi-Fi.