



Cell Phone Policy

The below policy governs agency cell phone usage and mobile device/application management through Microsoft Intune. By using this device/work profile, you agree to the terms listed below. Should you have any questions regarding this policy, please reach out to the Vice President, Administrative Services.

Agency Cell Phones

The Bridge recognizes that select staff must use a cell phone as part of their assigned role. Staff who need a cell phone as part of their role will be provided with one by The Bridge. As with any device provided by The Bridge, this device is to be used strictly for work purposes and should not be used for personal purposes.

“Bring Your Own Device” (BYOD) Cell Phone Opt-In

Select staff who meet eligibility requirements may opt to, instead of using an agency cell phone, use work applications on their personal mobile device. Eligibility requirements for this program, entitled “Bring Your Own Device” (BYOD) are:

- Working in a non-union role where use of a cell phone is required *and*
- Owning a personal smartphone that runs Android OS or iOS

Eligible staff who opt into BYOD will have work apps added to their personal device and can securely work using those apps. When using a BYOD-enrolled device, staff must only use their work apps to complete agency work or view agency data. Use of personal apps for agency purposes is strictly prohibited.

Phones enrolled in this program must be password protected and meet other minimum security requirements.

Excluding Senior Staff (with titles AVP or above), those who enroll in the BYOD program will receive a \$10 monthly stipend in recognition of the incremental cost of business use on their personal device. The stipend will be paid through payroll.

Please note staff who are not enrolled in BYOD are prohibited from accessing work apps or data on their personal cell phone.

Availability of Apps on Agency and BYOD Phones

The agency designates which apps are available and accessible on agency phones and work profiles on BYOD devices. Requests for additional work-related apps must be made by a member of senior management to the Vice President, Administrative Services.

Lost, Damaged, or Stolen Devices

If an agency device or a device enrolled in the BYOD program is lost, damaged, or stolen, this must be immediately, within 24 business hours, reported to MIS.

The Bridge is not responsible for lost, stolen, or damaged BYOD-enrolled phones.

Device Return Upon Separation from The Bridge

Upon separation from The Bridge, agency devices must be returned directly to MIS on or prior to the last day of employment. All agency data on personal devices will be removed by IT upon separation.

Staff who do not return their device to MIS before separation may need to pick up their final paycheck at the executive office when returning their equipment.