

Policy Number	001-B-2007
Policy Group	Board of Directors
Policy Name	Information Technology and Telecommunication Resources
Date of Origin	June 2007
Date Amended	June 2011
Date Reviewed	October 2011, November 2013

PURPOSE To identify information technology and telecommunication resources provided by SUN.

SCOPE Board of Directors

PROCEDURE Board Members will be provided with communication and information technology equipment and services to support their work as follows:

- The use of a laptop with a carrying case and a wired keyboard, and printer;
- A cellular phone package, including message manager, that is cost effective;
- Reimbursement of home based high-speed internet services costs at the lowest SaskTel rate available to the area in which the board member lives and approved annually through the budget development process;
- Reimbursement of SaskTel message manager charges on home landline telephones;
- Education to support use of current technology; and
- A SaskTel Calling Card (upon request).

Upon receipt of the equipment and software, and for insurance and licensing purposes, board members will be required to sign an equipment loan agreement.

Newly elected Board members will be requested to set up message manager services on their home telephone and submit a bill verifying the connection. Board members will be reimbursed monthly for the costs of the SaskTel Message Manager.

Board members may choose to use a personal cell phone instead of using a SUN provided cell phone. In such cases she/he shall be reimbursed monthly, an amount equivalent to the amount SUN would pay for a basic cell phone package with Message Manager.

In addition, board members who use their personal cell phones on approved SUN business will be reimbursed (upon submission of bills) for long distance calls which are in excess of the basic coverage.

APPROVED