
Approval Authority:	President's Office	Last Approved:	May 15, 2026
Administrative Responsibility:	Supervisors, HR, IT, Facilities	Next Review:	Every 3 years

1. Policy Statement

Nicola Valley Institute of Technology (NVIT) recognizes that certain roles require the use of mobile communication devices to conduct official Institute business. This includes responsibilities undertaken outside regular office hours, off-campus activities, emergency response, and community engagement. In alignment with NVIT's Elder Protocols, mobile communications must reflect respect, accountability, balance, and relational responsibility. NVIT will support these requirements through either Institute-provided devices or a Bring Your Own Device (BYOD) reimbursement model.

2. Guiding Indigenous Protocols

NVIT policies are grounded in the teachings of our Elders. While policies provide structure, protocols bring forward language, story, and land. All mobile communications undertaken on behalf of NVIT must honour these teachings.

zəŋwzo ɥwt ~ kʷckʷact – Strength

Communicate with clarity, rigour, and respect for many ways of knowing. Mobile communication should be purposeful, thoughtful, and reflective of NVIT's academic and cultural strength.

"Walk tall – we are strong."

nkseytkn ~ nəqsílt – The People You Travel With

Mobile communications must honour relationships with students, colleagues, communities, and Elders. Decisions and messages should acknowledge those who came before and those yet to come, fostering reciprocity and shared understanding.

sneʔm ~ m'ayntwíxʷ – Song / Spirit

NVIT is an accountable and transparent organization. Mobile communications are considered part of the institutional record and must be undertaken with honesty, integrity, and follow-through, protecting both individual and collective spirit.

qʷəmɥwəmt ~ qʷam' qʷam't – Balance / Beauty

Communications should create safety, welcome, and balance. Employees are encouraged to model healthy boundaries in mobile use, recognizing when to engage and when to rest, in support of well-being.

3. Scope

This policy applies to employees whose job duties require regular mobile communication to conduct NVIT business.

4. Eligibility Criteria

Eligibility for mobile communication support is based on role requirements. Criteria may include regular off-campus or community-based work, after-hours availability expectations, academic or operational leadership responsibilities, or health and safety communication needs.

5. Provision Options

A. NVIT-Provided Device – NVIT may issue a mobile device and service plan where continuous availability, data security, or operational continuity requires Institute ownership. Devices remain the property of NVIT and are subject to all applicable IT and cybersecurity policies.

B. Bring Your Own Device (BYOD) – Employees using personal devices for NVIT business may receive a monthly mobile allowance intended to offset business-related usage costs. The standard reimbursement rate is \$25 per month. Employees who are responsible for critical operations and/or are required to incur high mobile usage will receive a reimbursement rate of \$50 per month.

6. Occasional Use

Employees not eligible for a monthly allowance may be reimbursed at a rate of \$3 per day for occasional, pre-approved work-related mobile use.

7. Tax Treatment

Monthly mobile allowances are treated as taxable benefits in accordance with Canada Revenue Agency guidelines. NVIT-provided devices may be considered non-taxable where required for employment duties.

8. Security, Privacy, and Records

All devices used for NVIT business are subject to Institute security requirements, including multi-factor authentication, identity management controls, remote wiping of NVIT data if lost or compromised, and compliance with FOIPPA and records management obligations. Communications conducted via mobile devices are considered official NVIT records where applicable.

9. Review and Approval

Requests for mobile communication support require Supervisor and Human Resources approval. Allowances may be reviewed or discontinued based on role changes, operational needs, or policy updates. This policy is a living document and is to be applied in a manner consistent with NVIT's Elder Protocols.