

CELLULAR PHONE REIMBURSEMENT

The District allows three options for the procurement, use, and possession of District-provided cellular phones or the use of personal cellular phone for District use.

The District may provide an allowance to an employee for the use of his/her personally-owned cell phone or mobile communications device for district-related business. The allowance shall be based on the business requirements of the employee. The allowance shall be given to the employee, who shall be responsible for payments to the service provider.

The District may purchase cell phones or other mobile communications devices along with a reasonable service plan for use by employees for District-related business. The employee may choose to pay an annual charge for reasonable personal usage of the District-owned mobile communications device or elect to solely use the cell phone for District use.

Employees who are not provided an allowance or District-owned mobile communications devices may be reimbursed for the actual expenses of business-related calls made on their personally owned equipment, in accordance with the District's expense reimbursement procedures.

USER JUSTIFICATIONS

The Superintendent or designee shall determine if an employee requires a cell phone or other mobile communications device for the efficient performance of his/her job responsibilities. Factors that will be considered include, but are not limited to, whether the employee's job responsibilities require:

- a) An ability to be accessible to District needs due to frequent travel or work outside of the office.
- b) An ability to respond to emergencies that if unaddressed would jeopardize the health and safety of District students and staff or would compromise or interrupt a major function/service to the District.
- c) The position consistently requires timely and business critical two-way communications.
- d) Other work assignments and duties that do not meet the criteria above but are reviewed and considered in accordance with these procedures and approved by the employee's Associate Superintendent and the Associate Superintendent of Business Services.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the District.

DISTRICT-PROVIDED EQUIPMENT AND SERVICE

The District may provide cellular phones or other two-way communications devices to employees in the Maintenance, Grounds, Custodial, Transportation, and Technology departments. Employees are responsible for any charges incurred when using District phones or cell phones with radio feature for purposes not directly related to their job duties or assisting in emergencies.

“Push-to-talk” cell phone radio features may only be used when driving by drivers of commercial vehicles such as buses. Push-to-talk features should never be used while operating a passenger vehicle.

Employees with assigned cell phones or other communications devices are expected to take appropriate precautions to prevent damage to unit, including theft, exposure to moisture and extreme temperatures.

District-provided cellular equipment and service shall be purchased in accordance with the following:

- a) Only cellular equipment and service plans sourced through the Purchasing Department in coordination with the requesting Supervisor may be used. The Purchasing Department has the central coordinating responsibility for all District-provided cellular phone-related transactions.
- b) The cellular phone model and service plan selected shall satisfy the basic needs of the position, as well as being cost effective.

Employee use of District-provided cellular phones is as follows:

- a) Only by the individual to whom the phone is issued.
- b) Responsible for the safekeeping, care and custody of the phone assigned to them. Employees who are issued a District-provided cell phone shall be liable for any costs to repair or replace the phone that is lost, stolen, or damaged beyond reasonable wear and tear.
- c) Use of District provided phones for private, commercial or consulting purposes is not permitted, unless the employee has chosen to pay the annual personal usage fee and the conversation is not conducted during the employee’s work hours.
- d) Use of cell phones in an illegal, illicit or offensive manner is not permitted.
- e) When a cellular phone is no longer required because of termination of employment or change in job status, the Supervisor of the employee shall ensure that the equipment is returned to the Purchasing department so that service can be terminated and phone recycled as applicable.
- f) If an employee misuses the cell phone or other mobile communications device or leaves District employment, he/she shall be responsible fees or charges associated with cancellation of the service contract.

CELLULAR PHONE OPERATION WHILE OPERATING A VEHICLE

An employee who is required to operate a vehicle in the course of conducting District business, may not use a cellular phone while operating such vehicle unless a “hands-free” feature is used or if there is imminent danger.

STIPEND AND REIMBURSEMENT AMOUNTS

The Superintendent or designee shall determine the annual stipend issued to qualified employees. The stipend will be reviewed annually and adjusted as needed. The amount employees shall pay to the District to reimburse the District for personal use of District-provided cell phones shall also be established and reviewed annually.

ACCEPTABLE USE

Employees shall be responsible for the appropriate use of cell phones and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time. Employees agreeing to comply with this cellular phone reimbursement policy shall have no expectation of privacy when using District-owned communications devices and acknowledge that the District has the right to inspect any communications sent or received through the District's network or on District-owned devices and shall also agree to the Employee Acceptable Use Policy, BP 4112.7 and BP 4112.7/AR-1.

DISCIPLINARY ACTION

Violation of this policy will subject the employee to disciplinary action.