

BIXBY PUBLIC SCHOOLS

POLICY 6145

Employee Use of District Owned Cellular Phones and Reimbursement for Cellular Calling Charges

A cell phone allowance shall be available to personnel as assigned by the Superintendent or designee.

The cell phone allowance will be allotted for the number of months the employee is on contract with the School District and is taxable compensation. The cell phone allowance will be included in the employee's contract. The amount will be processed through payroll and included in the employee's regular paycheck.

Other employees that are considered on-call will be reimbursed at a rate recommended by their supervisor and approved by the Superintendent.

Board of Education Approved: July 14, 2008

Revised August 12, 2021

~~BIXBY PUBLIC SCHOOLS~~

~~CELLULAR PHONE REIMBURSEMENT FORM~~

Instructions:

~~1. Employees who have been authorized by the Superintendent to maintain monthly cellular phone service will be reimbursed for business use of their phone up to \$30.00 per month, or for actual charges for business calls. Itemized reimbursement is limited to calls made to conduct official school business only. If no business calls were made or received on the employee's cellular phone, the employee is not eligible for reimbursement of monthly allowable fees.~~

~~2. The reimbursement cannot exceed the total cost of the monthly bill.~~

~~3. To submit for the monthly service fee reimbursement per month, complete section "A" below. To qualify for itemized reimbursement (section "B"), circle the monthly service fee and all itemized business calls on your bill. Complete the reimbursement information below, attach bill to the form and submit to your supervisor for processing on a monthly basis.~~

~~A. Monthly Service Fee for Service Dates~~

~~From~~

~~to~~

~~(Enter \$30.00 or actual service fee if less than \$30.00)~~

~~OR~~

~~B. Charges for Business Calls made~~

<div>From <div></div> to <div></div></div> <div>(Attach itemized bill with business calls circled)</div>	<div></div>
<div>Amount of Reimbursement (Not to exceed actual bill)</div> <div>From item A or B above</div>	<div></div> <div>\$0.00</div> <div></div>
<div>Charge Reimbursement to Blanket P.O. #: <div></div></div>	

SPECIAL CLAIM

Independent School District No. 4, Tulsa County, Oklahoma

I, _____

Name

the undersigned upon oath, do depose and say that I

(Print Name)

have full knowledge of the claim listed on this form, and that the amount thereof is true and correct and is needed for the lawful use of the above named school district of the purpose set forth in such claim.

Signature

Date

Site/Department

BIXBY PUBLIC SCHOOLS

EMPLOYEE USE OF DISTRICT OWNED CELLULAR PHONES

The use of district owned cellular phones by employees must be approved on an individual basis by the employee's supervisor and superintendent. The use of the district owned cellular phone is restricted for school business use only. Personal calls, personal text messaging, personal emailing, or other uses of a personal nature on the school owned cellular phones are prohibited.

STATEMENT OF AGREEMENT AND UNDERSTANDING

I, _____, the undersigned, do depose and say that I have full knowledge of, agree to, and understand the use of the school owned cellular phone policy as stated above. Furthermore, I understand that I must abide by and fully comply with this policy. The failure to abide by and comply with the above policy will result in the employee reimbursing the district for the total cost of the personal use of the cellular phone and may result in disciplinary action including but not limited to the non-renewal or termination of the employee's employment contract with the district.

Signature of Employee

Date

Approval of Supervisor:

Comments: _____

Supervisor's Signature: _____ Date

Approval of Superintendent:
