

5322 - Cellular Telephone

2011 5322

Non-Instructional/Business Operations

SUBJECT: CELLULAR TELEPHONE

Upon the approval of the Superintendent, certain District employees will be provided one (1) or more cell phones based on the needs of their position for routine school communications or emergencies. The job titles of such individuals shall be listed in Regulation and reported to the Superintendent each year, along with a report of cost.

The District (Business Office) shall establish the most economical plan for these phones based on needs. The phones are for school business purposes; however, in the event an employee uses a cellular phone for personal communications he/she shall reimburse the District for such non-business calls pursuant to the Regulation attached hereto. Due to the nature of these positions, it is recognized that such individuals at times work extended hours or may be traveling and unable to use another phone. Certain calls, such as calling home in these circumstances to let your family know that you will not be home for dinner, are not considered personal calls that the individual would need to reimburse the District. Individuals are expected to use reasonable judgment in making such determinations.

The Business Office shall evaluate the effectiveness of the cellular telephone plan based on the monthly invoices and regulations. Any concerns will be reported to the Superintendent.

Cellular Telephones Regulation

Authorized Positions for Use of Cell Phones

The following positions are authorized District provided cellular telephones:

- a) Business Office (1)
- b) Transportation Department (3)
- c) Athletic Director (1)
- d) Superintendent of Buildings and Grounds (2)
- e) Technology Systems Coordinator (2)

Procedure for Use of Cell Phones

District cellular telephones are provided for business purposes. Employees will reimburse the District for cellular telephone charges incurred that are not of a business nature. Monthly, the Business Office will send a copy of the invoice for their phone(s) to authorized users. The user will check off any personal calls and the Business Office will then invoice the individual accordingly.

For plans that provide X minutes of usage per month, the individual will be billed the average rate for that plan if the month does not exceed the monthly allowance. If the monthly allowance is exceeded, personal calls will be billed at the additional minutes rate for that plan. For plans that have no monthly minutes allowance, the employee will be billed the rate per minute for that plan. Individuals should reimburse the District within fifteen (15) days of receipt of their invoice from the Business Office.

Adopted: 4/11/11