

SUBJECT: USE OF THE DISTRICT CELL PHONE***Option A: District-Owned Cell Phones**

A . Individuals hired prior to June 30, 2016 shall have the option of obtaining a School District-owned cell phone when such use is required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

- a) An annual amount will be deducted from the paycheck of each employee who is issued a District-owned cell phone. This amount will be one half (½) of the employee's individual line cost. This amount will be divided equally over twenty-six (26) paychecks. This deduction covers the personal cell phone usage made by the employee.
- b) Individuals are responsible for paying for any long distance and roaming charges that occur on their District phone unrelated to District business. In order to be reimbursed for such charges, the individual must present evidence that the use was related to District business. In the event of both personal and business use for such charges, a pro rata reimbursement will be made. When trips outside the country occur (business or pleasure), the Director of Business and Finance must be contacted at least five (5) days prior to departure so an international feature can be added to the line. The employee is responsible on a prorated basis for the cost of the international feature and any overages that occur for any unrelated business use.
- c) Each phone line is allotted 400 minutes of talk time and if the minutes are exceeded, employees will be responsible for any additional costs.
- d) The Director of Business and Finance will monitor usage monthly for long distance charges, roaming charges and exceeded minutes.
- e) The cell phone may not be used by anyone other than the School District employee.
- f) No right of privacy exists with respect to any District owned cellular and/or electronic device.
- g) If an employee elects Option B, they will not be able to opt back into Option A at a later date.

***Option B: Employee-Owned Cell Phones**

The Superintendent and/or Treasurer may, in lieu of providing a District-owned cellular phone to the employee, require the employee to acquire their own personal cellular phone with the District paying a monthly stipend in the employees paycheck in the amount of forty (\$40) to each individual whose job description requires them to have a cellular phone for business use.

- a) In providing this stipend, the employee agrees to:
 1. Provide the cell phone number to all staff/others deemed necessary individuals as determined by the Superintendent; and
 2. Have the phone available for incoming calls during business hours and other hours as deemed necessary as part of their job description.

POLICY

2016

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Non-Instructional/Business
Operations

SUBJECT: USE OF THE DISTRICT CELL PHONE (cont'd)

***Option C: District-Owned Cell Phone & Employee – Owned Cell Phones**

A School District-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee. The employee shall provide written confirmation that a personal cell-phone is owned to opt-out of contributing to District-owned cell phone plan.

The following rules shall apply regarding the use of a District-owned cell phone:

- a) No annual amount will be deducted from the paycheck of each employee as long as the District-owned cell phone is used for **District use only**
- b) The employee must have the phone available for incoming calls during business hours and other hours deemed necessary as part of their job description
- c) The Director of Business & Finance will perform quarterly audits to assure proper usage of District - owned cellphones.

**District Option*

Adoption Date 9/28/10

Revised 11/8/2016