

## **College Place Public Schools – Owned Cellular Phones**

When there is a significant business need for the employee to have a College Place Public Schools-owned cellular phone, the employee is to submit a memo to their Administrator for approval. The memo will document the business need for the employee to have a cellular phone. If the request is approved by the Administrator the request will be submitted to the Superintendent for final approval.

At the time an employee accepts a district cellular telephone, he/she shall provide written assurance of financial responsibility for any non-business or personal calls made on the cellular telephone – see Procedure No. 6250P p. 2 of 2 (Form). The following applies:

1. Each designated employee will review their statement of calls within ten days of receiving the cellular telephone bill from the Business Office.
2. For those wishing to use the district issued cell phone for non-business or personal use a monthly fee will be assessed.
  - The employee will agree to allow the district to deduct \$15.00 per month from the employee's pay check;
  - If after a review of the cellular telephone bill it is determined by both the employee and the Business Office that the monthly fee does not cover the non-business or personal usage, the employee authorizes College Places Public Schools to deduct the additional charges from the employee's wages.
3. The lending of a cell phone to another individual in no way releases the issued employee of liability/responsibility.
4. The district is not responsible for specialty usage (charges) such as directory assistance; this type of usage (charges) will be the responsibility of the employee.
5. Where repair is necessitated by obvious abuse, or abused by negligence, the employee shall pay for such repairs or replacement.

## **Employee's personal cellular phone used for College Place Public Schools Official Business**

College Place Public Schools will reimburse employees for business-related calls made on their personal cellular phone upon completion of the following steps:

1. The agreement for the purchase and the use of the cellular phone is to be between the telephone company and the employee. College Place Public Schools is not to be listed as a party responsible for any costs.
2. The employee is to request in writing, approval from their Administrator and the superintendent to be reimbursed for business use of personal cell phone.
3. To obtain reimbursement for the costs, the employee is to submit a signed memo and the original cellular phone bill to their Administrator requesting reimbursement. The business calls are to be identified, as is the business purpose of the calls.
4. Notifying family members of changes in business travel plans and personal emergency situations is an allowable use of a cellular phone – both personal and business phones.

## College Place Public Schools Cellular Phone Usage Agreement

I hereby agree to the following conditions as part of the agreement for use of a College Place Public Schools-owned cellular phone.

I have read and understand the College Place Public Schools Cellular Phone Policy and Procedures and agree to abide by them.

I understand that I am responsible to reimburse College Place Public Schools for the cost of non-business or personal calls made on the district issued cellular phone. The following applies:

1. I will review my statement of calls within ten days of receiving the cellular telephone bill from the Business Office.
2. If I wish to use the district issued cell phone for non-business or personal use a monthly fee will be assessed.
  - I agree to allow the district to deduct \$15.00 per month from the employee's pay check;
  - If after a review of the cellular telephone bill it is determined by both me and the Business Office that the monthly fee does not cover the non-business or personal usage, I authorize College Places Public Schools to deduct the additional charges from my wages.
3. If I lend my cell phone to another individual I understand that I am fully responsible for their use and/or treatment of the phone.
4. The district is not responsible for specialty usage (charges) such as directory assistance; this type of usage (charges) will be my responsibility.
5. Where repair is necessitated by obvious abuse, or abused by negligence, I agree to pay for such repairs or replacement.

If I leave employment with College Place Public Schools, I will return the cellular phone assigned to me. If I do not return the cellular phone in good working condition by my last day of employment, I authorize College Place Public Schools to deduct from my wages the replacement cost for a cellular phone.

**Telephone Number** \_\_\_\_\_

**Serial Number** \_\_\_\_\_

**Inventory Number** \_\_\_\_\_

\_\_\_\_\_  
**Employee Name (print or type)**

\_\_\_\_\_  
**Employee Signature** **Date** \_\_\_\_\_

\_\_\_\_\_  
**College Place Public Schools Representative** **Date** \_\_\_\_\_

**Reviewed: August 17, 2006**  
**Reviewed: September 16, 2002**  
**College Place School District No. 250**