

POLICY

2006

5350

Non-Instructional/Business
Operations

SUBJECT: USE OF CELL PHONES

The Board of Education recognizes that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for its approval each year at its reorganizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only. Employees will be responsible for reimbursing the school district for all personal use of the cell phone, even if the total minutes used did not exceed the number of minutes permitted in the district's cell phone plan. Reimbursement to the district for personal calls shall be made within 30 days of written notice provided to the employee. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or loss which occur during the period of its use.

District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request at any time during employment. Any employees who fail to comply with this provision will be billed for the actual cost of the equipment and for all charges incurred after the termination of employment or the district's request.

Employees are responsible for complying with all laws pertaining to the use of cell phones while driving. The district will not be responsible for reimbursing employees for fines pertaining to the improper use of a cell phone while driving. The district will provide each employee authorized to use a district-owned cell phone with a one-time reimbursement not to exceed \$15 for the purchase of a hands-free device. The employee must submit a Reimbursement Request form with an itemized receipt attached to it.

At least once per year, the Business Office shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

Adopted: 7/05/2005