

## CELL PHONE USAGE

### Employee Use of District-Owned Cellular Telephones

- A. The Board, the Superintendent and his/her designee may require that certain district employees carry a cellular telephone for reasons of safety or to conduct activities related to their district employment that either cannot be conducted on a land-line telephone or for which it would be inefficient or impractical to use a land-line telephone.
- B. If an employee is required by the Board, the Superintendent or his/her designee to carry a cellular telephone for reasons of safety or to conduct activities related to their district employment, the employee may choose, with the permission of the Superintendent or his/her designee, to either use a district-owned cellular telephone or use the employee's personal cellular telephone.
- C. Employees who are permitted to use district-owned cellular telephones may only use such telephones for the purpose of safety or conducting district business. The use of district-owned cellular telephones to make or receive personal calls is discouraged.
- D. Consistent with the Board's obligation to ensure that district resources are expended only for business purposes, the Board will routinely audit an employee's billing records.
- E. Employees who are permitted under this regulation to use personal cellular telephones rather than district-owned cellular telephones for district business will be paid a \$25 monthly stipend for such usage during each month of their employment contract for which they are contracted to work. Pursuant to federal tax laws, this stipend will be treated as income to the employee, and subject to all federal, state and local withholdings.

### Guidelines

- A. The request of and the rationale for request of the assignment of a Board-issued cellular telephone is sent, in writing, to the Superintendent. The request is reviewed and approved by the Superintendent or designee.
- B. The use of cellular telephones while operating any motor vehicle is subject to all applicable laws, rules and policies.
- C. Employees must avoid leaving cellular telephones in situations that increase the risk of theft. Cellular telephones should never be left unattended and/or unsecured. Employees are prohibited from loaning district-owned cellular telephones to others. Employees are prohibited from decorating or marking district-owned cellular telephones.

- D. District-owned cellular telephones or other equipment (pagers) that are damaged in the course of business should be returned to the Tech Analyst who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the Tech Analyst.
- E. The Tech Analyst manages the relationship with cellular providers and places all orders for cellular telephones and services with the contracted vendor and takes delivery of equipment. The Tech Analyst provides necessary orientation and training to employees and monitors plans and overall usage.
- F. On a periodic basis, not less than annually, the Tech Analyst and Treasurer review the district's cellular needs and discuss changes in service agreements to provide the most convenient and economical plan for the district. Such review of the district's cellular telephone usage may encompass ad hoc review of the individual telephone usage based upon detailed analysis of itemized invoices by the district's designee, and other methods to ensure appropriate, cost-effective and efficient use of cellular telephone service.
- G. The service plan and cellular connectivity restrictions on each unit is determined by the Tech Analyst with approval by the Superintendent.
- H. Push-to-Talk (PTT) unit users agree to contact other PTT users by PTT or Direct Connect a majority of the time, with only rare instances requiring cellular-to-cellular connections.
- I. Employees may not operate or conduct a personal business from a district-owned cellular telephone. Employees are prohibited from using district-owned cellular telephones in an illegal, illicit or offensive manner.
- J. All restrictions regarding the use of telephones and personal cellular telephones by employees in the workplace are applicable to the use of district-owned cellular telephones.
- K. When a Board-issued cellular telephone is used for personal calls, the individual will be held responsible for the cost of those calls, including all applicable taxes, fees and charges.
- L. The Board has the right to review and question employees regarding cellular telephone bills generated by use of district-owned cellular telephones to ensure compliance with established policies and procedures.
- M. Employees should be aware that all records pertaining to cellular telephone usages are matters of public record and may be requested by anyone.

- N. Violations of this policy may subject an employee to disciplinary action or termination, as appropriate.
- O. The Board may review district-owned cellular telephone usage patterns and volume, plans, equipment and the district's personnel needs with respect to cellular telephone services.
- P. District-owned cellular telephones, as well as all other district-owned equipment, must be returned in good condition to the district upon the termination of employment with the district.
- Q. Employees issued cellular telephones for district business must sign a Cell Phone Usage Agreement stipulating that they understand and will comply with the formal policy.

I have read the above regulation regarding cellular telephones and hereby agree to adhere to these guidelines.

Signed: \_\_\_\_\_  
(Employee Name) (Date)

Signed: \_\_\_\_\_  
(Supervisor) (Date)