

Non-Instructional/Business

Operations

SUBJECT: DISTRICT CELL PHONE USE

A District-owned cell phone may be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee.

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

- a) Regular employees (as designated by the Superintendent) are defined as employees who are provided a District cell phone only during working hours. These employees may not use the cell phone for personal use, unless in an emergency.
- b) Critical employees (as designated by the Superintendent) are defined as employees who are provided with a District cell phone and expected to be available outside of regular working hours through their District cell phone.
- c) Critical employees may elect to use the District issued cell phone for personal, as well as business use. For those critical employees who elect to use the cell phone for personal use, the employee will either,
 1. Authorize the District to deduct an annual amount from his/her paycheck of said employee. This amount will be divided equally over twenty (20) paychecks. This deduction covers the use of this cell phone for personal phone calls made by the employee; or
 2. Pre-pay the District the annual cost of the personal use of the cell phone at the beginning of each school year, no later than September 30th.
- d) The fee for personal cell phone use shall be determined by the Superintendent or designee and may vary depending on the amount of personal use.
- e) The list of employees designated for District cell phones will be reviewed/revised by the Superintendent or designee on an annual basis.
- f) The cell phone may not be used by anyone other than the School District employee.