

## **NON-INSTRUCTIONAL OPERATIONS**

### Wireless Communication

#### Use of Personal Cell Phones

Employees using their personal cell phones for district business-related calls may be eligible for reimbursement in accordance with district procedures.

#### District Administered Cell Phone Plan

The district administered cell phone plan shall be limited to the current users as of adoption of this policy. Employees using cell phones administered through the district cell phone plan will comply with district procedures. The district administered cell phone plan will be discontinued June 30, 2010. Exceptions may be granted by the superintendent or his designee.

#### Monthly Wireless Communication Allowance

Employees may be eligible for a monthly wireless communication allowance when it has been determined by their supervisor that the employee meets any one of the criteria below:

- 1) Has an integral role in responding to emergency and security situations that jeopardize district property, operating infrastructure, and the safety of staff and students.
- 2) Is responsible for management of building or programs where effective and efficient management would be significantly enhanced through wireless communication capability.
- 3) Effective performance of assigned job duties are dependent on the ability to frequently communicate, coordinate scheduling, and confirm appointments on a daily basis where the majority of work is performed off district campus away from a district desk workstation.

The monthly amount of the wireless communication allowance will be established by the Board and administered according to district procedures. An employee's eligibility for the allowance requires approval of the superintendent or designee, and business manager based on evaluation of the aforementioned criteria, and the completion of a Wireless Communication Authorization Form.

Adopted: August 28, 1996  
Revised: February 24, 2010  
Revised: May 26, 2010