

## **CELLULAR TELEPHONES**

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

**Adopted:** May 4, 2016.