

NON-INSTRUCTIONAL OPERATIONS

Wireless Communication

Use of Personal Cell Phones

The Kennewick School District will only reimburse employees for district business-related calls using their personal cell phone in instances when the communication was emergent in nature requiring timely communication, and a school district land line was not available, and the charges exceed their monthly base charge.

Reimbursement will be made at a rate equal to the per minute rate available to the district under government pricing for minimum basic voice plan service.

Claims for reimbursement are to be submitted through the district employee expense reimbursement process using the appropriate form. Claims for reimbursement are subject to supervisor approval and may require supporting documentation that includes a copy of the phone bill, minutes of the call, business purpose of the call, and reason a district land line was not used.

Use of District Administered Cell Phones

Any employee who uses a cell phone under the district administered cell phone plan must sign and submit a cell phone use form to the business office. The cell phone service must be deemed necessary and approved by the employee's supervisor, superintendent, and business manager.

Charges outside the basic voice plan services (i.e. texting, data related charges, ringtone downloads, internet access, etc.) are to be reimbursed to the district in timely manner by the employee.

District provided cell phones are to be used only when less expensive alternatives are not available.

A district administered cell phone plan where the majority of use is personal or outside of the basic plan services, may be cancelled at any time at the discretion of the business manager.

Monthly Wireless Communication Allowance

Employees approved for the allowance must complete a Wireless Communication Authorization Form.

February 10, 2010