

TELEPHONE SERVICES

Wireless Telephone Expense Reimbursement

Staff members whose primary assignment regularly requires travel and the need to communicate with others on a routine basis or for emergency purposes are eligible for a wireless telephone allowance or reimbursement. Eligible staff members will be determined by the Superintendent.

The District does not endorse any specific wireless telephone carrier, equipment, or calling plan. The administration may periodically review market rates to determine the amount of wireless telephone allowance or reimbursement. The amount of allowance or reimbursement is established by the administration and approved by the board.

Eligible staff members obtain their own wireless telephone (email and text accessible), carry it with them while working, use it to conduct necessary business while working, and submit a complete copy of their wireless telephone bill monthly with an expense report.

Amount of Allowance or Reimbursement Rate

The amount of wireless telephone allowance paid to participating staff members per monthly billing cycle will be \$40.00. Payment will be made twice yearly as determined by the Treasurer.

Based on market research and history of usage, this amount is deemed sufficient to pay for monthly access fees, business-related calls, and taxes related to those charges. The District shall not reimburse any additional expenses for wireless telephone services, equipment, or telephone calls. Positions funded by state and federal grant monies will use those funds to cover the cost of the allowance when possible.

Safety and Security

Loss or theft of equipment must be reported to the vendor service provider immediately to minimize liability for airtime and toll call charges.

Conversations over cell phones are easily monitored, and may be monitored by outside parties. Confidential and sensitive information discussion over cell phones shall not be conducted.

Telephone use while operating a vehicle is not recommended.

[Adoption date: July 18, 2007]

Revised: October 20, 2010