

## **CELLULAR PHONE POLICY**

The Ephrata School District (ESD) Board of Directors (Board) recognizes that cell phone use by authorized ESD employees is a necessary tool in performing the functions of their jobs.

In recognition of that need the ESD Board authorizes and directs the Superintendent to develop an administrative procedure to include, but not limited to, the following;

1. Provision of a monthly cell phone stipend to compensate for business-related costs incurred by employees authorized to use individually-owned cell phones to conduct ESD business;
2. Parameters for ESD Administrators & Supervisors to identify employee positions that qualify for the monthly cell phone stipend;
3. A system of reporting employees who receive the cell phone stipend to confirm that such employee's responsibilities require the continued provision of a monthly cell phone stipend; and
4. An annual review during the budget process by the Superintendent of employees authorized to receive cell phone stipends.

The Ephrata School District will not purchase and own cell phones for the use of individual employees except in limited situations authorized by the Superintendent.