

Cell Phone Procedure

Timely and accessible communication is critical to the safe and efficient operation of Cambridge-Isanti Schools. Cambridge-Isanti Schools recognizes that the performance of certain job responsibilities may require the use of a cellular device when it is determined by their supervisor that use of such a device is necessary for the proper operation of the district's business.

Eligible employees may choose between the following two coverage options. District-owned cellular devices may be justified for a few positions within the District. Most cellular devices, however, will be employee-owned with two levels of monthly reimbursement provided to qualified employees. A District employee may have either a District-owned cell phone or the district cellular reimbursement, not both.

Safety: District employees are discouraged from using cell phones while operating a motor vehicle, except for the purpose of obtaining or rendering emergency assistance.

I. Option 1: Reimbursement Option: Employee-owned Cellular Devices

- i. *Eligibility:* The employee must not be under current contract with a District-issued cell phone and one of these must apply:
 - i. Employee spends considerable time away from his/her assigned work area, and it is important to the District that he/she be accessible during those times.
 - ii. The employee must be available for school district business beyond the normal duty day.
 - iii. Requires the employee to be on call a majority of the time to be contacted in the event of an emergency or a service need.
- ii. The Employee receiving reimbursement must acknowledge acceptance of the conditions and turn in the Cell Phone Reimbursement Form annually. This must be resubmitted annually prior to June 30 to Accounts Payable.
- iii. Reimbursement will be \$25 or \$50 per month, not to exceed the total amount of the cell phone bill. The employee's supervisor shall determine the rate of reimbursement based on eligibility requirements listed above. The cell phone reimbursement may or may not cover the actual business use. This reimbursement is non-taxable and will be paid through payroll over 24 pay checks.
- iv. Employees must provide their cell phone number and be made available to personnel as determined by the District.
- v. Employees are responsible to ensure their cell phone is kept in working order. The District will not be responsible for repairing or replacing personal cell phones.
- vi. Support from the Technology Department is limited to connecting a personally owned cell phone or Smartphone to District provided services, including email, calendar, and contacts if deemed necessary.
- vii. If there is a change in an employee's responsibilities disqualifying them from eligibility for the reimbursement, the Supervisor must notify Accounts Payable immediately to cease the reimbursement, effective on the last day of the employee's eligibility.

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- viii. Employees recognize that any school business related messages, texts, etc. are subject to Minnesota Public Records Law and potential disclosure to the public. Usage statements and any data (emails, documents, etc.) related in any way to your employment with Cambridge-Isanti Schools are potentially public documents subject to review and release upon request.
- ix. Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to the Technology Department as soon as possible.

II. Option 2: District-Owned Cell Phones

- i. Some employees are currently under contract with a District-issued phone. For new employees to be added to this plan, the Supervisor may determine that a limited number of jobs or programs justify the use of one. Maintenance personnel, custodians and security personnel are examples of positions among which cellular devices may be assigned or rotated.
- ii. Employees eligible for the use of a district-owned cellular device must acknowledge acceptance of the conditions in this procedure by signing the Cell Phone Agreement Form.
- iii. District-owned cell phones shall be used to carry out official district business, consistent with the District's mission and goals.
- iv. District-owned cell phones are intended for official use, but may be used for personal use when such does not interfere with the performance of the employee's job responsibilities. Personal use should be minimized.
- v. If an employee who has been assigned a district-owned cellular device leaves the district or the position justifying the use of the device, the device must be returned to the district on the employee's last day of work or their last day in the position.
- vi. Employees must report the damage, loss or theft of any district-owned cellular device as soon as possible to the employee's supervisor. Cell phones should not be loaned to others.
- vii. Employees are responsible to ensure their cell phone is kept in working order. The District will only replace phones during the eligible contract period.
- viii. Use of a District cell phone is a privilege that may be revoked at any time for inappropriate conduct. Such inappropriate conduct shall include but is not limited to using the District cell to harass, annoy, operate a business, use a service that requires a fee or for any illegal activities such as gambling or betting.