



CELLULAR TELEPHONES

The Board of Directors recognize that cell phone technology provides increased efficiency and accessibility to staff. Since cell phone costs are charged to individual department and building budgets, establishing a cell phone account is contingent upon approval of the manager of the budget in question. If an employee is issued a cell phone they will be exempt from receiving a cell phone stipend.

The purchase of all District owned cell phones will be coordinated by the appropriate department within the District thus minimizing the overall cost of the equipment and service contracts. Cell phones will be issued by the Technology Department and tracked through the Business Office.

The Board hereby authorizes the issuance of cell phones to staff as approved by their supervising administrator for business calls at times when access to a regular telephone is not feasible. When an employee accepts a District cell phone they must understand that documents or records – including electronic communications (e.g. cell phone) of a public agency are public records under Washington state law.