

# POLICY

Churchville-Chili Central School District

2023

5570

Page 1 of 1

Non-Instructional/Business Operations

## **SUBJECT: DISTRICT CELL PHONE USE**

One of the two options listed below are available to employees who are required by the Superintendent or designee to have a cell phone for District Use.

### **1) District-owned cell phones issued to District employees**

A School District-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

- 1) An annual amount to be set at the annual reorganization meeting will be deducted from the paycheck of each employee who is issued a District-owned cell phone. This amount will be divided equally over 21 paychecks. Amounts will be prorated for less than a full term employee. This deduction covers the use of this cell phone for personal phone calls made by the employee.
- 2) The cell phone may not be used by anyone other than the School District employee.
- 3) Personal use charges for items including but not limited to text messaging, picture messaging, long distance, roaming, 411 or downloading will be paid for by the employee.

### **2) Employee-owned cell phones that are used to conduct District business**

An employee-owned cell phone may be used by a District employee to conduct District business when required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules shall apply regarding the use of an employee-owned cell phone used to conduct District business:

- 1) The cell phone used by the employee must be approved by the District prior to use.
- 2) An annual amount to be set at the annual reorganization meeting will be paid to each employee who is using an employee-owned cell phone to conduct District business. This amount will be paid equally over 21 paychecks and subject to the appropriate taxes. Amounts will be prorated for less than a full term employee. This payment covers the use of the cell phone to conduct District business.
- 3) All additional expenses, including but not limited to taxes, text messaging, picture messaging, long distance, roaming, 411, downloading, or any additional monthly phone plan charges will be paid for by the employee at their expense.
- 4) The District employee must be the owner of the cell phone used to conduct District business.

Adopted 7/10/2007

Revised: 8/25/2009, 7/27/2010, 10/26/2010

Reviewed by Superintendent and Assistant Superintendent for Business Services on 6/26/2023 with no recommended changes; BOE agreed and approved at their 8/22/2023 meeting