

PHONE POLICY

The District's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles on District business.

Personal Phone Calls

Personal phone calls, whether via an employee's private cell phone or the District's telephone equipment, are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees. District-issued cell phones are to be used only for official business reasons.

If an emergency situation arises and the District-issued cell phone must be used for a personal call and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call and, if requested, the number called. Violation of this section may result in the employee being responsible for reimbursing any costs incurred.

Employees are expected to protect the District-issued cellular equipment from loss, damage, or theft.

Cell Phone Use in Vehicles

Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion. This includes dialing, answering, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion.

Employees shall pull off the road and safely stop before placing or accepting calls or checking messages. This policy does not include passenger use of cell phones.

This prohibition is in effect regardless if the cell phone is issued by the District or is privately owned by the employee.

Phone Use in Business Meetings

Phone use during meetings, unless specifically required and authorized, is forbidden. Cell phones must be turned off or left in silent mode.

Additional Cell Phone Functions and Services

In addition to telephone service, many cell phones or cellular providers offer various functions and/or services, including text messaging and digital photography not directly related to work. Employees are strictly prohibited from using any of these or similar features while at work or while operating a motor vehicle.

PHONE POLICY – ADMINISTRATIVE REGULATIONS

1. Assignment of District-owned cellular telephones

The following employees are to be assigned and must carry a District owned cellular telephone during working hours:

- Superintendent, Associate Superintendents, District Supervisors and District Directors
- School Principals and Assistant Principals
- Bus drivers (when children are present), mechanics and transportation assistants/trainers
- Warehouseman, Courier, Information Assistant

Others may be permanently or temporarily assigned telephones by the Superintendent on a case by case basis.

2. Service Plans

The District will purchase the minimum service plan for all employees assigned a cellular phone with the following exceptions for which the District will purchase a plan appropriate for their specific needs.

- Superintendent
- Associate Superintendents
- Director of Management Information
- District Supervisors
- Transportation Assistants

3. Usage

Cellular telephones owned by the District and used by employees shall only be used for Lyon County School District business.

4. Because it may be beneficial to both the employee and the District for the employee to use a personal telephone, an employee may request the Superintendent approve the use of a personal telephone in lieu of a District owned telephone. If approved, the employee is entitled to reimbursement of up to 75% of the monthly service charge that would have been paid had the employee elected to use a District telephone contingent upon the following conditions.

- The employee's service plan is equal to or better than the District's plan.
- The reimbursement does not exceed the employee's actual cost.
- The telephone number is as accessible as a district's telephone number.
- For employees granted a base monthly service time, no reimbursement for the costs or calls beyond the base will be allowed since personal calls most likely contribute to

the excess time. Employees are not allowed to conduct personal business by cellular telephone during their work hours.