

NONINSTRUCTIONAL OPERATIONS

Cell Phone Devices

District Administered Cell Phone Device Plan

District-owned cell phone devices are intended and will be used primarily for district business. If an employee uses a district-owned cell phone device to make or receive personal calls, he or she will promptly reimburse the district for the cost of the call.

Monthly Cell Phone Device Allowance

An employee using a cell phone device for both district and personal business may be eligible for a monthly cell phone device allowance when it has been determined by their supervisor that the employee meets any one of the criteria below:

- 1) Has an integral role in responding to emergency and security situations that jeopardize district property, operating infrastructure, and the safety of staff and students.
- 2) Is responsible for management of building or programs where effective and efficient management would be significantly enhanced through wireless communication capability.
- 3) Effective performance of assigned job duties are dependent on the ability to frequently communicate, coordinate scheduling, and confirm appointments on a daily basis where the majority of work is performed off district campus away from a district desk workstation.

An employee's eligibility for the allowance requires approval of the superintendent or designee and the employee's department supervisor based on evaluation of the aforementioned criteria, and the completion of a Cell Phone Device Allowance Authorization Form.