

<h1>POLICY</h1>	2021	6461
	<b>Personnel</b>	

**Subject: Use of District-Owned Telecommunications by Staff**

The District provides a variety of communications equipment for the purpose of conducting its business, including fax machines, cellular telephones, telephones, e-mail system, modems and copy machines. Appropriate personal use of communications equipment is acceptable.

**Cellular Phones**

Certain district employees are expected to be accessible during emergencies as well as other logistical and safety circumstances. In addition, personal use of cell phones are part of today’s reality. Therefore, shared charges of cellular phones are appropriate. There are two ways in which these shared costs can occur.

1. If an employee has a district owned phone, they are expected to cover the cost of personal use by contributing a percentage towards the cost of the cell phone plan associated with their position. If an employee exceeds the monthly number of minutes allotted under the district plan, full reimbursement of the amount over the plan minutes is expected.
2. If an employee chooses to own their own phone, they may be reimbursed a pre-determined amount for the plan level associated with their position. The employee shall submit to the business office a copy of their phone contract and a copy of the summary page of their phone bill charges. Upon verification of these documents, the employees will be reimbursed semi-annually.
3. The Superintendent shall designate annually the employees who are expected to be accessible by cell phone and the reimbursement rate(s) for the two sections above.

**Land Lines**

Employees are encouraged to use their personal credit cards or pay phones when making long distance, personal calls from a landline telephone. If any employee uses a District landline for personal business that incurs an additional charge the employee shall reimburse the District for any additional charges attributable to such use.

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**Subject: Use of District-Owned Telecommunications by Staff (Continued)**

**Fax Machines**

Personal use of fax machines in which a long-distance charge is incurred shall also be reimbursed. Employees shall request that the Business Office send the specific bill so the personal use may be identified and paid by the employee.

Failure to pay for personal use may result in disciplinary action.

Approved: Board of Education  
July 13, 2005

Approved: Board of Education  
June 13, 2007

Approved: Board of Education  
June 9, 2010

Approved: Board of Education  
April 27, 2011

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January 28, 2015

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May 26, 2021

