

Title: Employee Cell Phones -Regulation

District-Owned Cell Phones

District-owned cell phones may be assigned to employees with Supervisor recommendation and approval of the Chief Financial Officer.

Guidelines of Cell Phones and Plans

- a. All District cell phones are to be acquired through the Technology Department.

Cell Phone Stipend

Identified District personnel may be provided a cell phone stipend, per an established schedule based on job assignment. The stipend is paid through the payroll system and is included on the employees' W-2 form as taxable income according to the Internal Revenue Code. The cell phones will be purchased and/or maintained by the employee and considered the property of the employee.

Appropriate Use of Cell Phones

Employees shall only engage in appropriate, ethical, and legal use of District cell phones or cell phone stipends provided by the District. Cell phone records of District-owned cell phones may be monitored and reviewed at any time by authorized District personnel, and employees shall have no expectation of privacy with respect to such records. A District-owned cell phone is the property of the District and as such may be removed from the employee's possession at any time. Call phone records of employee-owned cell phones, for which an employee receives a stipend under this policy, may be reviewed by authorized District personnel to the extent such review relates to business of the District and is in otherwise accordance with the law. Upon the determination of the Superintendent, abuse of a District cell phone will result in loss of District cell phone privileges and/or disciplinary action up to and including termination of employment.

Approved: Aug. 27, 2009 Reviewed: _____Revised: May 27, 2014June 25, 2019