

Cellular Telephones

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available.

After being identified by the Superintendent as an employee that may need to have access to telephone services when services are not readily available, the employee may choose a monthly stipend of \$25 in lieu of a district cellular phone. This choice implies that the employee would use their own cellular phone when needed and is compensation for business phone calls made. This removes the need to review monthly itemized invoices. Keep in mind that using a personal phone for business may cause your phone to be subject to public records request.

At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

Adoption Date: **2.23.05**

Mansfield School District

Classification: **Priority**

Revised/Reviewed Dates: **6.28.11, 7.30.18, 10.30.18, 6.6.21**