

First Reading: March 21, 2016

Adopted: April 18, 2016

School Board Review / Revisions:

Staples Motley School District Policy #412.2 Employee Cell Phone

I. GENERAL STATEMENT OF POLICY

Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. The district shall maintain a limited number of cell phones assigned to specific staff or piece of equipment. These phones are intended to be used only during work hours and personal use of these phones is strictly prohibited.

As a general rule, cell phones should not be selected as an alternative to other means of communication -- e.g., land-lines, pagers, and radio phones -- when such alternatives would provide adequate but less costly service to the district.

II. CELL PHONE ALLOWANCE

A. Eligibility: Employees eligible for a cell phone allowance whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties include the buildings and grounds supervisor, athletic director, transportation director, technology coordinator, early childhood director, Community Education Coordinator and principals.

B. Allowance Amount: The standard monthly cell phone allowance amount shall be \$50.00.

C. Allowance Payment: The approved cell phone allowance will be paid bi-monthly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, etc.

III. EMPLOYEE RESPONSIBILITY

A. The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their department head and the District's Technology Department with their current cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for district business.

B. Employees may choose the cellular service provider and plan design of their choice.

C. Because the employee owns the cell phone personally, and the allowance provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

- D. If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

IV. **STAFF ASSIGNED CELL PHONES**

District owned cell phones shall be used by employees on an as-needed basis during the work day, and are intended solely for district business use. Personal use of such phones for anything other than a personal emergency shall subject the employee to disciplinary action and require appropriate reimbursement to the district. Such phones shall not be taken home by employees except periodically when an employee is assigned to be "on call" after normal work hours. Staff with assigned cell phones include the district nurse, school age care coordinator, high school custodian and building & grounds maintenance staff.