OFFICE COMMUNICATIONS:
TELEPHONE
CPAC (REGULATION)

PERSONAL USE OF DISTRICT TELEPHONES

Limited personal use of District telephones is permissible.

CELLULAR TELEPHONES BELONGING TO THE DISTRICT

A cellular telephone may be issued to any employee designated by the Superintendent or designee, to be used for business telephone calls at those times when the employee does not have regular telephone service readily available.

When an employee accepts a District cellular telephone, he or she will provide written assurance of financial responsibility for any personal or nonbusiness calls made on that phone.
An employee with outstanding charges for personal or nonbusiness calls on a District cellular telephone will not be authorized for further use of that telephone until the charges are paid.

APPROVED – JANUARY 2015