

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 does not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she shall 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 shall not use the telephone if any personal or non-business call charges are outstanding.

The business use of an employee-owned cellular phone must be approved in advance by the Superintendent/designee. An overriding business need must be demonstrated by addressing the following in the request for approval:

1. Efficiency in accomplishing day-to-day activities
2. Safety
3. Other factors

The Superintendent is directed to establish procedures for the use of cellular phones including, but not limited to, records of phone users, equipment, and lines, and rules governing the use of the phones.

Adoption Date: May 13, 1999
Revised: March 26, 2015