

SECTION 1 REPAIRS

The Technology Department is responsible for all repairs to the telephones or telephone system. Under NO circumstances should anyone attempt to contact the telephone company for repairs or services.

SECTION 2 CHANGE IN SYSTEM

The Business Manager or his/her designee is the ONLY person authorized to effect any changes in the existing telephone system at each school or department. Any request to change or alter the existing telephone system should be submitted to the Business Office in the form of a memorandum. The request should be listed, along with the justification for the change. An account number should be designated to cover any charges incurred by the approved changes.

SECTION 3 LONG DISTANCE CALLS

Long distance logs are available upon request through the Business Office. Each log is broken down by campus, department and extension. Administrators and/or Directors should contact the business office for inquiries of any long distance phone calls made at the campus.

SECTION 4 REGULATION OF TAXABLE FRINGE BENEFITS**4.1 DEFINITION OF FRINGE BENEFITS**

Employers often provide select employees with certain electronic and telecommunication equipment for use outside of the employer's premises in the performance of their job duties.

Nederland Independent School District will provide employees and staff designated by the Superintendent with a cell phone for business use based on the responsibilities of their positions within the district. Cell phones are considered "listed property", and because the nature of the property lends itself to personal use, the following substantiation requirements are in place:

4.2 DISTRICT APPROVED POSITIONS

The following positions approved for district cell phones are:

1. Superintendent of Schools
2. Assistant Superintendent of Curriculum
3. Assistant Superintendent of Personnel and Auxiliary Services
4. Business Manager
5. High School Principal and Assistant Principals
6. Alternative Education Principal
7. Middle School Principals and Assistant Principals
8. Elementary Principals
9. Directors at High School (Athletic, Band, CATE)
10. Directors of Instructional Technology, Child Nutrition, Student Services, and Maintenance & Transportation
11. Coordinator of Computer Service, Network Administrator, and Student Data Manager
12. Athletic Trainers
13. Instructional Technology Specialist
14. Assistant Director of Maintenance and Supervisor of Transportation
15. Security
16. Maintenance Positions
17. Computer Technicians