

# MONROE CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: CELL PHONE POLICY

ADOPTED: NOVEMBER 3, 2008

REVISED:

712 - Cell Phone Policy	
1. Purpose	<p>The JOC understands that the use of cellular phones/hand-held devices (<i>hereinafter called cell phones</i>) provides for effective communication in the course of conducting School business. Furthermore, the JOC recognizes the benefit of providing a mode of communication that will provide staff with the ability to communicate in the following situations: 1) during emergency situations; 2) where the worker is frequently off-site and conventional telephones are not readily available or are impractical; and 3) where the worker needs to be readily accessible both on and off-duty. This guideline is to define the use of School issued cell phones, and the use of cell phones while operating a vehicle.</p>
2. Authority	<p>The JOC directs that cellular phone/data service shall be made available by the Monroe CTI for use by appropriate staff and directs the Director to develop guidelines that allow for reasonable use of cellular phones.</p> <p>The Supervisor of Technology or his/her designee shall establish procurement procedures for cell phones that satisfy the requirements for E-rate reimbursement. The Business Manager shall be responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to JOC policy and following administrative regulations.</p>
3. Guidelines	<p>The following guidelines have been established for cell phone use:</p> <ol style="list-style-type: none"> <li>1. The Director or designee will assign use of cell phones based on need and availability.</li> <li>2. Monroe CTI purchases a monthly pool of minutes from which all School issued cell phones draw upon collectively.</li> </ol> <p>The Internal Revenue Service has specific rules that govern the personal use of school provided cell phones. Minimal personal use is recognized (not more than one or two phone calls of short duration per day) otherwise the personal use of a cell phone must be paid for or it is considered a taxable fringe benefit to the employee.</p> <ol style="list-style-type: none"> <li>3. Employees may choose one of the following options regarding the use of their school issued cell phone:</li> </ol>

Option One

Limit personal use to two calls of short duration per day and utilize the phone for school business only.

Option Two

Utilize the school cell phone for business and personal use.

The Business Office will establish a cost/minute for reimbursement for all minutes used for personal calls. This rate will be utilized by all users of School owned cell phones. The cost/minute will be reviewed and adjusted annually to reflect changing rates and plans.

4. Cell phone users shall not “loan” or otherwise make available their cell phone to non-school personnel.
5. Cell phone users are responsible for all calls on their respective phones.
6. The school will not reimburse personal cell phone bills for school related business calls.
7. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the School upon termination of employment, leave of absence, or the request of the School. Ordinary repairs and replacement of cell phone equipment will be paid by the School. Cell phone users shall be responsible for reimbursement of any costs for replacement or repair of cell phone equipment caused by the actions or the negligence of the cell phone user.
8. Cell phone users are required to sign an acknowledgement and consent agreement regarding their possession of School owned cell phone equipment.
9. Any cost related to usage of School cellular phones for personal matters or resulting from the misuse of a School cellular phone must be paid by the employee within thirty (30) calendar days of issuance of the invoice or the school will take steps to attach wages and reclaim the equipment.
10. Use of Cell Phones While Driving: Cell phones may not be used while operating a vehicle unless a hands free device is used. Staff members are expected to refrain from using a cellular phone while driving, and to follow all state statutes regarding the use of cellular telephones while operating a vehicle. Under no circumstances are staff members allowed to place themselves at risk to fulfill business needs, and all workers are strongly encouraged to pull off to the side the road and to safely stop the vehicle before placing or accepting a call. Staff members who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.