



Cache County School District

Policy Series 6000: Finance & Operations

Policy No. 6455.P1

Wireless Communication

Purpose

This procedure establishes the administration of wireless communication allowances for eligible Cache County School District employees.

Definitions

Wireless communication device means a cellular telephone, smartphone, tablet with cellular capability, or similar wireless communication device.

Wireless communication allowance means a monthly stipend provided to eligible employees to offset the cost of maintaining a personally owned wireless communication device and service plan required for district business.

Appropriate Use

Employees shall use wireless communication devices in a manner that:

- supports district business and operations;
- promotes student and employee safety;
- improves communication with schools, departments, parents, and community members;
- complies with district policies, Utah law, and federal law;
- does not interfere with assigned duties; and
- is consistent with professional standards of conduct.

District-issued or personally owned devices used for district business shall never be used to conduct unlawful activities or activities inconsistent with district policy.

Eligibility

A wireless communication allowance may be approved when an employee's position requires regular or continuous communication outside of a traditional office environment, including circumstances such as:

- emergency response responsibilities;
- frequent travel between district locations;
- on-call assignments;
- communication with administrators, schools, parents, or community partners during and outside the regular workday; or
- other operational needs approved by the superintendent or designee.

Not all administrators or employees are automatically eligible for a communication allowance.

Approval Process

The employee's supervisor shall submit a Wireless Communication Allowance Authorization Form to the appropriate administrator for approval.

The authorization shall identify:

- the employee;
- the business justification;
- the approved monthly allowance; and
- the effective date.

Following approval, the authorization shall be forwarded to payroll for implementation.

Employee Responsibilities

Employees receiving a wireless communication allowance shall:

- maintain an active wireless communication device and service plan;
- provide their supervisor with a current wireless number;
- be reasonably available during work responsibilities as required by their position;
- maintain the confidentiality of student and employee information consistent with District policy and applicable law; and
- notify their supervisor if their position no longer requires the allowance.

Allowance Amounts

Allowance amounts shall be established in accordance with the district reimbursement schedule approved by the superintendent or designee.

Allowance levels may vary according to business need and may be modified as operational requirements or available funding change.

The allowance is intended to offset business-related communication expenses. Any costs exceeding the authorized allowance remain the employee's responsibility.

Equipment

Employees receiving a communication allowance shall purchase, maintain, insure, and replace their own equipment.

The district is not responsible for:

- equipment purchases;
- maintenance or repairs;
- damaged or lost devices;
- service contracts;
- overage charges; or
- personal use.

Termination of Allowance

When an employee no longer meets eligibility requirements, transfers to another position, separates from employment, or otherwise becomes ineligible, the supervisor shall submit a Wireless Communication Allowance Authorization Form indicating the effective termination date.

Payroll shall discontinue the allowance beginning with the next applicable payroll cycle.

Review

District administration shall periodically review wireless communication allowances to ensure they remain appropriate, fiscally responsible, and consistent with operational needs.

Legal References

Updated September 17, 2026