



ADMINISTRATIVE MEMORANDUM

USE OF CELL PHONES AND OTHER COMMUNICATION DEVICES FOR BUSINESS RELATED PURPOSES | 5008.3

This memorandum outlines District guidelines governing employees' use of District and personal cell phones and other communication devices for business-related purposes.

Cell phones and other communication devices are provided for official business of the District. Employees whose job duties require the frequent need for a cell phone or portable device as determined by their supervisor may receive a District provided cell phone or a monthly reimbursement to cover the costs of the use of their personal device (voice, data or both).

Eligibility

Employees eligible for a District cell phone or reimbursement generally include principals, department heads, supervisors, and full-time employees whose job duties regularly require emergency call back, or other job related factors that require immediate response. Department heads / principals shall approve which employees within their departments qualify. If an employee transfers to a new department, they will be required to receive approval from their new supervisor. Costs for the phone and/or personal reimbursement will be charged to the department / school budget.

Employees are required to submit an Acceptable Use of District Telecommunication Systems Employee Acknowledgement Form (attached) before receiving a cell from the District.

District-issued Devices

District-issued cell phones are obtained through the Technology Office with the approval of the employee's department manager level or above. Employees who are issued a District cell phone or other communication device must accept the following responsibilities:

- To protect all telecommunication systems from potentially damaging substances or environments (e.g., extreme cold).
- To be solely responsible for the condition and location of the physical device.
- To notify the Technology Office, or the office distributing the device, immediately upon loss of the physical device.
- To replace the telecommunication system at their own expense if stolen, lost, or damaged unless the Technology Office determines the damage was out of their control.
- To refrain from use of District-issued cell phone while driving a motor vehicle, unless equipped with a hands-free device and in compliance with all appropriate laws regarding cell phone use.

Only one cell phone will be provided per employee at any given time. Costs for the phone and service charges will be charged to the department / school budget.

Care should be taken so that the use of cell phones and other communication devices does not interfere with classroom instruction.

All cell phones will be monitored for usage to ensure that employees do not incur unnecessary charges.

District-owned devices are to be purchased through the Technology Office only. Any outside purchases will not be reimbursed. Users may order these through the Technology Office once approval is given by the employee's department manager or above.



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Personal Devices

An employee who has an authorized need for cellular phone or smart phone services, may, at the discretion of their department manager or above, be reimbursed for their personal cellular phone or smart phone services. Conditions for this option are as follows:

- *Establishing the Payment of Reimbursement.* Completed cell Personal Reimbursement Form must be approved by the employee's department manager who will determine if the request meets all criteria and the intent of the policy.
- *Payment to the Employee.* Payment will be made upon presentation of a completed Personal Reimbursement Form along with copies of the monthly device bill. Reimbursement requests should be made quarterly. Costs for the reimbursement should be charged to the department / school budget.
- *Use of Device.* The employee must retain an active device if a device reimbursement is in place. He/she must register the number with the Technology Office. The telephone number will be kept on file and distributed as appropriate to program managers as a point of contact. If the telephone number changes and/or is canceled, the employee is required to contact the Technology Office. The device may be used for both business and personal purposes.

The cell phone contract will be between the carrier vendor and the employee. The employee will be solely responsible for all payments to the service provider.

Reimbursements will be terminated upon employee separation and will coincide with the effective date of the separation. The District is not responsible for any early termination or contract fees related to cancellation of service.

An employee may not switch from District to personal cell phone use more than one time in a calendar year.

Eligible employees will receive a reimbursement as follows:

Voice only	\$10 per month
Data only	\$30 per month
Voice/Data	\$40 per month

Rates for reimbursement of personal cellular or smart phone services is a flat fee, inclusive of any taxes, fees, etc., and will be reviewed annually.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.