

## **EDCA-R – EMPLOYEE USE OF CELLULAR TELEPHONES**

District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following guidelines:

### **Cellular Telephone Authorization**

Employees will make written application to the Superintendent explaining the need for the device and the perceived benefits to the district. Cellular telephones may be assigned or made available on a temporary basis by the Superintendent when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of District resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safe of students, staff or others while on District property or engaged in District-sponsored activities.

### **Cellular Telephone Use**

1. Cellular telephones are provided specifically to carry out official District business when other means of communications are not readily available. Cellular telephones may not be used for routine communications.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of cellular telephones is permitted as long as this use does not interfere with the employee's job obligations and responsibilities. It is recommended that personal calls be limited to making or receiving calls for family emergency purposes or contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children. Whenever possible, such calls should be made or received on District or other public telephones.
4. Cellular telephones are not to be used for conversations involving District information of a confidential nature.
5. Cellular telephones are not to be loaned to others.
6. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Administrator who will in turn notify the service provider.
7. Employees who are issued such devices will agree not to use hand-held devices while driving a district vehicle. If the District issues hand-held devices, employees may use them if the use is required to deal with an emergency. The District vehicle will not be moving when emergency use of a hand-held device is required.

8. Employees may be issued hands-free devices to be used for District business should the need arise. If hands-free devices are issued, employees shall be trained annually in their safe use. Written documentation of the training and employee signatures that they completed the training and understand this policy will be maintained.
9. The Board will receive a detailed monthly billing statement for each device.
10. Employees who are issued devices will agree in writing to reimburse the district for personal use which results in additional expenses incurred.
11. Cellular telephones issued to employees are to be returned to the Business Administrator at the conclusion of the school year, activity or as otherwise specified.
12. Failure to follow these rules will be grounds for employee discipline, up to and including termination.

### **Privately Owned Cellular Telephones**

1. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the Superintendent.
2. Personal use of privately owned cellular telephone authorized to use such equipment for District business is restricted to non-instruction and non-supervision of students such as lunch, breaks or other such times when the employee is not on duty.

### **Reimbursement**

1. Requests for reimbursement for authorized use of employee owned cellular telephones and as documented in the employee's contract are to be submitted on District provided forms accompanied by a copy of the billing statement.
2. All requests for reimbursement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. District reimbursement for authorized use of employee owned cellular telephones will be made in conformance with District payment procedures.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbook)

APPROVED/REVISED: June 14, 2007, August 20, 2009

PREVIOUS POLICY: None.