

P3310 CELLULAR AND WIRELESS TELEPHONES AND COMMUNICATION DEVICES FOR EMPLOYEES

BOARD POLICY:

Authorized employees may acquire or be issued cellular or wireless telephones and/or communication devices to support the mission of the district and facilitate district business activities. Employees shall endeavor to use such devices in cost effective, appropriate situations and locations.

Administrative Implemental Procedures:

1. The District recognizes a need for the use of wireless telephones by District employees in the performance of their duties. The District has authorized department directors/supervisors to determine which employees require the use of a wireless telephone.
2. Those employees, who require the use of a cellular telephone on a regular basis as designated by a department director/supervisor, will receive a monthly allowance in their paycheck to assist in offsetting a portion of the expense of a personal cellular telephone with the district's designated provider. The cellular telephone they use will be their personal property, billed to their home address; and the employee will be responsible for the monthly bill.
3. The monthly allowance amount for each individual will be recommended by the department director/supervisor and approved by a SAC member as a tier 1, 2, or 3, depending upon the amount of District usage that would normally be expected each month, plus text if required by the position. The allowance may also include funds to cover a data plan if the supervisor has need to regularly communicate to the employee via e-mail when the employee is off of school property. (E-mail communication is free on data devices while on school property.) In addition, most vendor plans include "unlimited" night and weekend minutes.
4. Employees will be allowed to make and receive personal calls on the cellular telephone they use. The allowance plan is not designed to cover the full cost of a cellular telephone but rather to fund a percent of the plan, since the telephone can be used for personal business.
5. Beginning November 1, 2009, telephones and accessories for cellular service will be purchased by the employee and will remain the property of the employee. With prior approval at the discretion of the supervisor, equipment purchases may be reimbursed up to \$300 for employees new to the cell phone allowance program.
6. Listed below are the three categories which will be applicable to a District employee who is deemed to require the use of a cellular telephone.
 - a. **Tier 1 – Limited Usage**
Employees in this tier are considered to have limited need of a cellular telephone, in that, the cellular phone is used primarily to contact the employee when out of the office, in an on-call situation, in an emergency, or attending to District business at locations other than their primary place of work.
 - b. **Tier 2 – Medium Usage**
Employees in this tier regularly work out of the office and in the "field", and do not have easy access to a telephone in order to remain in contact with those with whom communication is necessary to the performance of their job duties.

c. Tier 3 – Extensive Usage

Employees in this tier, by the nature of their position, are required to extensively use cellular communications in the course of their duties because they do not have ready access to a telephone to remain in contact with those with whom communication is necessary to the performance of their job duties.

7. A wireless Telephone Authorization Form (Appendix 11) will be initiated by the employee. A completed form, signed by a SAC member, is then forwarded to Finance for processing.
8. The monthly allowance will continue until such time as the Department initiates an action to discontinue the allowance, or the employee's employment with the District is terminated. Employees receiving a cell phone allowance are expected to be reachable by cell phone.
9. Bills for tier 2 and 3 cellular telephones are subject to annual review by the Controller. Employees with allowances may be reduced or eliminated if business usage does not warrant the allowance amount or if employee is not accessible by cell phone on a regular basis.
10. Failure to annually provide the cell service statement to the controller will result in the immediate discontinuation of the allowance.
11. Special exceptions to this policy may be granted for an employee who does not have need for a personal cellular telephone on a regular basis, but for whom a legitimate need for a cellular phone has been established on a temporary basis. In these cases, the District will purchase and provide a cellular telephone whose minutes are "pooled" with other district-owned devices. This telephone must be signed out at the beginning of each shift and signed in and returned to the central location at the end of each shift (please see Appendix 1). Any personal calls made on this telephone are prohibited and will be billed to the employee at the plan rate for extended usage, even if the use of personal minutes did not cause the "anytime" minute threshold of the plan to be exceeded in a billing cycle.
12. If a District "Pool Plan" phone is required, the following procedures are to be used:
 - a. The purchase/lease of a district-owned cellular telephone, its accessories and batteries and associated service, must be made through the Procurement Division.
 - b. Only the most cost effective telephone commensurate with the type of service required will be purchased.
 - c. A Wireless Telephone Authorization Form must be completed, signed by the Pooled Department Director and a SAC member, and forwarded to the Procurement Department to facilitate the purchase.
 - d. Multiple-day checkouts are not allowed of the same phone unless the employee is on-call for the entire period.
 - e. A daily log must be kept by the Division noting which employee is using the pooled telephone. This log must be updated each working day.

Administrative Responsibility: Financial Services

Latest Revision Date: October 2009

Previous Revision Date: November 2006 P3310