

## **ADMINISTRATIVE RULE – Board Policy #717 – Cellular Telephones**

### **Purpose:**

To provide guidelines for the issuance and use of district owned or leased cellular phones, two-way radios or pagers by district personnel.

### **Procedures:**

1. Use of district owned cellular phones, two-way radios or pagers shall not be authorized unless determined by the Superintendent to be needed by the employee to satisfactorily perform his/her job duties and has been approved by the appropriate administrator.
  - A. Documentation shall be provided that other more cost-efficient methods have proven unsatisfactory.
  - B. Evidence shall be provided that the phone is necessary for school district business.
  - C. Personal use shall be limited to emergency use only and any other use shall be billed to the individual employee. Non-emergency personal use may result in disciplinary action.
2. District phones that are approved shall be on a set rate with the authorized school district carrier. Schools and departments may not contract with other carriers for phones to be paid from general funds.
3. School Principals and Administrators will request cellular phones by contacting the Supervisor of Buildings and Grounds. All other employees or departments requesting cellular phones shall fill out an application obtained from the Supervisor of Buildings and Grounds. This application shall contain but is not limited to the following information:
  - A. Name of ~~Person~~person requesting phone
  - B. Name of school/department using the phone
  - C. Justification for use
  - D. Proper coding to appropriate budget
  - E. Requestor's signature
  - F. Supervisor's approval
  - G. Superintendent's signature
4. Detailed billing shall be sent to the individual cost center for review and shall:
  - A. Be verified for authorized calls, including notation for purpose of any long distance calls.
  - B. Have payment attached to the bill. Provide written justification for personal call of an emergency nature for which no reimbursement to the district is required (i.e. dire immediate family emergencies such as hospital

emergency). Personal calls will become the responsibility of the user with payment made to the district. All personal minutes must be paid on a monthly basis at 4 cents per minute with copies of the appropriate detailed billing.

- C. Be approved by the individual's Supervisor
- D. Be submitted to the Business Office for final payment in a timely manner.

5. The use of and need for cellular phones by an individual or department shall be reviewed by the appropriate supervisor annually. This process will be coordinated by the Business Office.

6. Reimbursement for pre-authorized business calls made on a privately owned phone plan shall be at the actual cost of itemized minutes used for business calls, if the minutes and costs associated thereto are itemized on the phone bill. In the absence of itemized costs on the personal phone bill, reimbursement for business call shall be 4 cents per minute, not to exceed the total cost of the cellular or telephone-phone bill. The form shall include:

- A. The name, social security number, home address and department of the person requesting reimbursement.
- B. A list of all telephone numbers, duration and public purpose of each call for which reimbursement is requested.
- C. A copy of bill(s) showing calls made, total amount(s) and total minutes billed.
- D. Total minutes and total cost requested for reimbursement.
- E. Supervisor's signature indicating review and approval.

7. District Cellular Telephone Use

- A. Cellular telephones are provided specifically to carry out official district business when other means of communications are not readily available.
- B. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances or where the phone assigned is in lieu of a desk phone.
- C. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes.
- D. Cellular telephones are to be used with discretion for conversations involving district information of a confidential nature.
- E. Cellular telephones are not to be loaned to others.
- F. 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 immediate supervisor who will in turn notify the service provider.
- G. Cellular telephones issued for employee use are to be returned to the service area at the conclusion of the fiscal year, activity or as otherwise specified.