

POLICY

2006

5685

Non-Instructional/Business Operations

SUBJECT: Use of a District Cellular Phone

District-Owned Cellular Phones that are Assigned to Individual Employees

A school district-owned cellular phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee.

Only authorized District employees may use District cellular phones. Employees may qualify for cellular phone use based upon special criteria including; those who travel extensively; employees who are on-call and are responsible for multiple sites; employees who perform repair services district-wide and staff working with students off campus; and other situations deemed necessary by the Superintendent or designee.

Personal Use/Reimbursement

On occasion, District cellular phones may need to be used for non-district related purposes. The cost for these calls will be reimbursed by the user back to the Business Office. All non-district related calls charged to a specific line will be the responsibility of the employee assigned the line.