

POLICY

2008

5455

Non-Instructional/
Business Operations

SUBJECT: USE OF CELLULAR TELEPHONES

It is recognized that specific District employees will be required to carry cellular telephones to effectively meet their job responsibilities. A list of job titles requiring district-owned cell phones shall be maintained in the Business Office.

The District shall establish the level of service contract for each employee and make available cellular telephone equipment. The employee shall make every attempt to use District provided cellular phones for business purposes only, however, in the event an employee uses a District owned cellular phone for other than business purposes, he/she shall reimburse the District for such non-business calls. Individuals shall accept financial responsibility for any inappropriate usage of or damage to District provided cellular phones. Any damage, loss, or theft must be reported immediately to the Business Office.

The Business Office shall evaluate the effectiveness of the cellular telephone plan at least annually.

Adopted: August 11, 2008