

## **CELLULAR TELEPHONES**

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she shall provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten working days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone shall not use the telephone if any personal or non-business call charges are outstanding. A complete listing of authorized cellular phones and custodians will be maintained by the business office.

In lieu of district issuance of cell phones, the superintendent is authorized to offer a monthly allowance not to exceed \$75.00 to employees required to have a cell phone to efficiently perform their job responsibilities. The superintendent will determine which employees will be authorized to receive this allowance.

Adoption Date: June 16, 2004

Revised: June 15, 2016