

Policy Information

Series 5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

EXPENDITURES CELLULAR TELEPHONES

Policy # 5322

It is recognized that specific District employees will be required to carry cellular telephones to meet their job responsibilities. Job titles requiring cellular telephones shall be listed in regulation and reported to the Board of Education each year, along with a report of usage and cost, at the District's organizational meeting in July.

The District shall establish the level of service contract for each specific employee, with the contract for same subject to review and approval by the Board of Education. The employee shall make every attempt to use their cellular phones for only business purposes; however, in the event an employee uses a cellular phone for other than business purposes, he/she shall reimburse the District for non-business calls pursuant to the regulation. Individuals authorized to use District cellular telephones shall agree in writing to accept financial responsibility for any inappropriate usage by that individual.

At least once per year, the Business Office shall evaluate the effectiveness of the cellular telephone plan.

Adoption Date: 12/20/2011
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS
