

Cell Phones

ESD-owned cell phones may be purchased and authorized for staff use in accordance with the following:

Cell Phone Authorization

Cell phones may be assigned or made available on a temporary basis by the superintendent when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of ESD resources;
2. The employee's job responsibilities require the ability to communicate frequently;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of ESD property or safety of students, staff or others while on ESD property or engaged in ESD-sponsored activities.

Cell Phone Use

1. Cell phones are provided specifically to carry out official ESD business.
2. Personal use of ESD cell phones is limited to making or receiving calls for family emergency purposes.
3. ESD cell phones shall not be loaned to others.
4. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the supervisor who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the business manager at the conclusion of the fiscal year, activity or as otherwise specified.

Privately-Owned Cellular Telephones

1. ESD employees may be reimbursed, or receive a stipend, for use of privately-owned cell phones to conduct ESD business in accordance with Board policy and this regulation, with prior approval of the superintendent.
2. Personal use of privately-owned cell phones by employees authorized to use such equipment for ESD business is restricted to such times when the employee is not on duty.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on ESD-provided forms, available through the office and accompanied by a copy of the billing statement with the ESD business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
2. All requests for reimbursement, including the highlighted billing statement, must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. District reimbursement for authorized use of employee-owned cell phones will be made in conformance with ESD payment procedures.