

# InterMountain Education Service District

Code: **EGACA-AR**  
Revised/Reviewed: 8/15/13

## Cell Phones

Employee Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Administrator: \_\_\_\_\_  
Home Base: \_\_\_\_\_ Payroll ID: \_\_\_\_\_

InterMountain ESD (IMESD) policy provides that employees may only use their assigned phones for business or emergency calling purposes.

If an employee approved for a departmental cell phone wishes to use it for personal use, the employee may pay \$32 per month through payroll deduction and a standard cell phone will be provided for them. If the employee chooses not to pay for personal use on the cell phone, they may NOT use the phone for personal calls, except in an emergency. Cell phone bills will be reviewed on a regular basis and if it is determined that a departmental phone is being used for personal use without an employee paying for that privilege, the employee will either need to start paying for personal use via payroll deduction or they will no longer have an ESD phone and service provided for them.

Employees approved for a smartphone on the ESD plan will have a \$54 per month payroll deduction as well as pay for the cost of the Verizon smartphone of their choice. This will allow the employee to use the smartphone for personal use as well as for work purposes.

### Department Administrator Approves Employee For:

- Standard Cell Phone
- Smartphone

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

### Employee Must Select the Following Option:

#### Standard Cell Phone

- Business only
- Business use with limited personal calls permitted and employee authorizes IMESD to deduct \$32 per month via payroll deduction.
  - Optional Text Package: 200 messages, add \$5/month.
  - Optional Unlimited Texting, add \$12/month.

#### Smartphone (approved by administrator)

- Business use with limited personal use permitted and employee authorizes IMESD to deduct \$54 per month via payroll deduction. Employee also pays for the Verizon smartphone of their choice and orders it through the IT Department.

**Employee must sign and date this form to authorize IT and the Business Office to process this request.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_