

Use of District-Paid Cellular Telephones by District Employees

The superintendent or designee has established the following rules regarding the use of cellular telephones by district employees to ensure compliance with Board policy KGF/EDC - Use of District Property, and ORS 244.040 (1)(a), both of which prohibit the personal use of cellular telephones for personal use, except in the case of an emergency.

Cellular Telephone Allowance

The district shall provide a monthly allowance to employees whose assignments necessitate routine and ongoing access to a cellular telephone, consistent with the following:

1. The employee's supervisor and department director, or in the case of schools, the principal and principal's supervisor, have determined:
 - a. That the employee's job responsibilities require the ability to communicate frequently and access to a district or personal telephone may not be readily available; and/or
 - b. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.
2. The employee agrees by completion of the "Use of Personal Cellular Telephone for District Business Agreement" to the following:
 - a. To obtain and maintain in good standing a private cellular telephone service with a local phone number;
 - b. To use the employee's personal cellular telephone for required district business;
 - c. To make the personal cellular telephone number available to the district for appropriate distribution to those who need to have access to the employee;
 - d. To ensure that the cellular telephone is charged and in good repair and turned on during work hours and at other times when necessary for district business purposes, except that phones may be disabled during meetings, conferences and when it will otherwise interfere with the ability of the employee to complete his or her work responsibilities;
 - e. That there is no restriction on the use of the cellular telephone for personal business except to the extent that such use interferes with the ability of the employee to complete his or her work responsibilities; and
 - f. That except in the case of emergency, cellular telephones are not to be used for conversations involving district information of a confidential nature.

3. An employee may request a higher allowance if the employee can demonstrate to the satisfaction of the employee's supervisor and department director, or in the case of schools, the principal and principal's supervisor, that the employee's use requires an increased allowance.
4. Payment of the allowance shall be made monthly to the employee and charged to the appropriate school or departmental budget.
5. The business director shall maintain a schedule of monthly telephone allowances that will be paid to employees.

Assignment of District Owned Cellular Telephones for Use During Work Hours

In lieu of an allowance, an employee who qualifies for a cellular telephone allowance may choose instead to be assigned a district cellular telephone.

1. In those instances where the employee is assigned a district owned cellular telephone, the employee shall have on file with the employee's supervisor a signed copy of the "Cellular Telephone Use Agreement," which affirms in writing that the employee understands and agrees to comply with the following rules regarding use of the cellular telephone:
 - a. Cellular telephones are provided specifically to conduct district business when other means of communications are not readily available;
 - b. Cellular telephones are not to be used for routine communication when a less costly alternative (e.g., a regular district telephone or email) is readily available, except as may be required in an emergency situation;
 - c. Personal use of district assigned cellular telephones is limited to the following:
 - (1) Making or receiving calls for family emergency purposes; and/or
 - (2) When it is necessary for the employee to complete the employee's work assignment, e.g., the employee will be late returning home because a meeting is running over schedule.
 - d. Except in the case of emergency, cellular telephones are not to be used for conversations involving district information of a confidential nature;
 - e. Upon reassignment to a position that does not require a cellular telephone, resignation, termination or retirement from district employment, employees are required to return the district owned cellular telephone to their supervisor;
 - f. Employees who are assigned a cellular telephone may be required to review their monthly statements and attest that all listed calls were made or received consistent with these rules or to inform their supervisors of any calls that are inconsistent with these rules. Use that is inconsistent with these rules may be a violation of Board policy and the state ethics law requirements of ORS 244.040(1)(a).
2. No school, department or employee may independently obtain a separate district paid cellular telephone service or phone. The district will purchase and provide all schools, departments and employees that require district owned cellular services with a common, district selected service and cellular phone to help ensure that the district is able to control the cost and use of cellular telephone services.

3. All district provided cellular services and contracts will be managed by the plant operations department.
4. From time to time the district may audit the use of district assigned cellular telephones to ensure compliance with these rules.

Assignment of District Owned Cellular Telephones for Staff that need 24/7 Communication

1. The cellular telephones are provided to insure immediate access to the individual 24/7 for the safety, security and emergency needs of the district;
2. The employee is able to use the phone for personal use but is responsible for all cost above the base plan.

District Issued Cellular Telephones to Ensure Appropriate Response to School Safety Concerns

1. The district will provide each school and certain departments, at no charge to the school or department, at least one cellular telephone for use in emergency situations.
2. The principal or the principal's designee will ensure that the emergency cellular telephone is at all times charged and operational and that the appropriate staff have access to it to respond to emergency situations.
3. The cellular telephone provided for this purpose will not be used to conduct routine school business or for the personal use of employees, except as necessary to respond to an emergency.

Implementation of this Rule

The directors of finance and support services and computing information services shall ensure the full implementation of this rule no later than the beginning of the 2005-06 school year.

**Agreement
Use of Personal Cellular Telephone for District Business**

My supervisor and department director or, in the case of a school, my principal and principal's supervisor have determined that my job responsibilities require me to carry a cellular telephone in order to conduct official business. I have elected to use my own cellular telephone and I am authorized to receive a monthly cellular telephone allowance of \$XX with the following conditions and agreements.

I agree:

1. To obtain and maintain in good standing a private cellular telephone services with a local phone number;
2. To use my personal cellular telephone for required district business;
3. To make my personal cellular telephone number available to the district for appropriate distribution to those who need to have access to me;
4. To ensure that my cellular telephone is charged and in good repair and turned on during work hours and at other times when necessary for district business purposes, except that I understand that I may disable my cellular telephone during meetings, conferences and when it will otherwise interfere with my ability to complete my work responsibilities;
5. That to the extent possible, my cellular telephone is not to be used for conversations involving district information of a confidential nature.

I understand that assignment of a monthly cellular phone allowance for any employee is at the sole discretion of the school district.

Employee name _____ Cell Phone # _____

School Department _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Director Signature _____ Date _____

Using a cellular telephone while operating a vehicle is strongly discouraged.

Cellular phone transmissions are not secure; use discretion.