

# Multnomah Education Service District

Code: **EGACA-AR(1)**  
Adopted: 11/15/05; 4/23/07  
Revised/Reviewed: 7/25/11; 2/11/13; 4/16/13;  
9/28/16

## Cell Phones

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

### 1. Agency Cell Phones Authorization

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

- a. The assignment of a cell phone to the employee is a prudent use of MESD resources;
- b. The employee's job responsibilities require the ability to communicate frequently;
- c. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the safety and security of MESD students, staff or others while on MESD property or engaged in MESD sponsored activities, and MESD property;
- d. An employee assigned an MESD cell phone to be used for MESD business will complete and submit to the department cabinet director the form provided in Administrative Regulation EGACA-AR(2) - Request for Cell Phone Use. An MESD cell phone will not be issued until the request has been signed by both the employee and the cabinet director.

### 2. Agency Cell Phone Use

- a. Cell phones are provided specifically to carry out official MESD business.
- b. Personal use of cell phones is limited to making or receiving calls for family emergency purposes.
- c. Cell phones shall not be loaned to others not employed by MESD.
- d. Employees issued cell phones are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the immediate supervisor who will in turn notify Technology Services.
- e. Cell phones issued for employee use are to be returned to the service area at the conclusion of the fiscal year, activity, or as otherwise specified.

### 3. Privately-Owned Cell Phones

- a. Personal use of privately-owned cell phones by employees authorized to use such equipment for MESD business is restricted to such times when the employee is not on duty.
- b. Employees using privately-owned cell phones do so at their own risk. MESD will not be liable in the event a privately-owned cell phone is damaged or destroyed while being used for work.

#### 4. Stipends for Privately-Owned Cell Phones

- a. Subject to the conditions in Section A, the department cabinet director may agree to provide a standard monthly stipend for MESD business use of privately-owned cell phone, in lieu of the reimbursement process, not to exceed \$20.00 per month.
- b. Subject to the conditions in Section A, the Technology Services Department cabinet director may agree to provide a standard monthly stipend for MESD business use of cell phone data plans used to provide emergency off-site access for networking staff. Stipends for cellular data plans on privately-owned cell phones may not exceed \$10 per month if used during the work day or \$20 per month if on call 24/7.
- c. Agreements to pay monthly stipends for MESD business use of privately-owned cell phones will be re-evaluated as needed, but at least annually. Such agreements will always be re-evaluated with a change in assignment, job description, location and/or supervisor.
- d. An employee requesting receipt of a stipend for use of a privately-owned cell phone for MESD business will complete and submit to the department cabinet director the form provided in administrative regulation EGACA-AR(2) - Request for Cell Phone Use. A stipend will not be issued until the request has been signed by both the employee and the cabinet director.

#### 5. Reimbursement for Use of Privately-Owned Cell Phones

- a. MESD employees may be reimbursed for use of privately-owned cell phones to conduct MESD business in accordance with Board policy and this regulation, with prior approval of the service area director or designee.
- b. Requests for reimbursement for authorized use of privately-owned cell phone are to be submitted through the online reimbursement form or are to be submitted on MESD provided forms through the office and accompanied by a copy of the billing statement with the MESD business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
- c. 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, or quarterly with advance approval from the director.
- d. MESD reimbursement for authorized use of privately-owned cell phones will be made in conformance with MESD payment procedures.
- e. An employee requesting reimbursement for use of a privately-owned cell phone for MESD business will complete and submit to the department cabinet director the form provided in administrative regulation EGACA-AR(2) - Request for Cell Phone Use. Reimbursement will not be issued until the request has been signed by both the employee and the cabinet director.

Employees using either agency cell phones or privately owned cell phones for MESD Business as approved by their cabinet director will review Board policy EGACA - Cell Phones and EGACA-AR(1) and (2), annually.