

**North Wasco County
School District 21**

Code: **EGACA-AR**
Revised/Reviewed: 10/25/07; 3/10/16
Orig. Code(s): EGACA-AR

Cell Phones

District-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 district 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 district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cell Phone Use

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

Privately-Owned Phones

District employees may be reimbursed, or receive a stipend, for use of privately-owned cell phones to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on district-provided forms, available through the office and accompanied by a copy of the billing statement with the district 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 60 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 within 60 days.

Cell Phone Stipends

1. At the direction of the superintendent, in lieu of being provided with a district-owned cell phone or being reimbursed for calls made on a privately-owned phone, designated employees may be provided with additional salary and may be required to obtain and carry a cell phone while on duty.
2. The district will select a wireless service provider and an approved list of cell phones that may be purchased and used by designated employees.
3. The superintendent shall designate which employees are to purchase cell phones for use while on duty.
4. Employees so designated by the superintendent shall be provided a monthly stipend to obtain a cell phone from the approved list. Such cell phone may be used for both personal and district business.
5. The superintendent may increase the amount of the monthly stipend as deemed necessary.