



Code: **EGACA-AR**  
Revised/Reviewed: 11/18/08; 7/15/10; 6/14/17  
Orig. Code(s): EGACE-AR

## **Cell Phones Procedure**

Either district provided cell phones or a stipend for individually owned cell phones used for district business may be appropriate.

### **Administrators**

Administrators will receive a stipend to defray the cost of using their personal cell phones for district business. The monthly amount shall be determined by the administrator contract.

### **Staff**

Other employees with limited, but required cell phone use for their job may ask to be considered for a cell phone stipend. The decision to provide a stipend shall be made by the directors of the human resources and business services offices, based on information supplied by the employee and their supervisor. If granted, the stipend shall be no greater than \$25 per month, during the employee's district work schedule.

Cell phone use costs beyond the stipend shall be at the employee's expense. The criteria for a district provided phone includes:

1. A job where a phone is essential to effective performance of assigned duties.
2. Safety or security.

Employees whose cell phone use for district business is rare shall receive neither a stipend nor a district cell phone. Some costs, when appropriate, may be recouped through district reimbursement procedures (i.e., while on out of town business for the district).

All cell phone stipends, outside of contractual obligations, shall be reviewed annually to determine if the stipend shall continue.

### **Responsibilities**

Human resources and business services shall be responsible for maintaining and updating this procedure.

Business office shall be responsible for providing district cell phones and maintaining phone plans meeting district needs.

Employees provided a district phone shall comply with Oregon Government Ethics Commission practices, rules and guidelines and may be subject to public records request. Personal telephone calls shall be brief and infrequent. Such personal calls are to be for the purpose of managing personal matters that can only be accomplished during regular working hours, such as calls to medical care providers, service technicians, emergency situations or to a child's school. All calls in excess of the allotted monthly minutes shall be charged to the employee.

Cell phones should not be used by district employees while driving or operating dangerous equipment. Personal use of any phone should not occur during work hours, with the exception of true emergencies.