

Administrative Procedure

June, 2002 Adopted
July 3, 2007 Revised
April 14, 2009 Revised
June 15, 2009 Revised

603 District Owned Cellular Phone Usage

I. Purpose

Cell phones are issued to certain employees as a safety, security and communications measure to assure that key employees have the capability for constant communication to conduct school business. To accomplish this purpose, employees issued cell phones are expected to have them on 24/7.

This procedure will outline the process that must be followed for personal use of district cellular phones.

II. Procedure

Employees that have a district paid cellular phone will reimburse the district for personal used minutes in accordance with Internal Revenue Service Requirements.

Personal minutes used will be paid through the following calculation: Dividing the plan cost by the allowable minutes, to arrive at the cost per minute. Multiply the number of personal minutes by the cell phone plans cost per minute.

The accounts payable administrative assistant will provide each employee issued a cell phone the monthly bill for the phone. Each cell phone user will be responsible for identifying, on the bill, the personal calls made. The total cost of the calls, per the previously described formula, will be identified on the bill and the district reimbursed accordingly each month.