

SUBJECT: USE OF THE DISTRICT CELL PHONE**Option A: District-Owned Cell Phones**

A District-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules will apply regarding the use of a District-owned cell phone:

- a) The cell phone may not be used by anyone other than the School District employee.

Option B: Employee-Owned Cell Phones

The Superintendent may, in lieu of providing a District-owned cell phone to the employee, require the employee to acquire their own personal cell phone and in return pay a semi-annual amount equivalent to sixty dollars (\$60) a month to each individual whose job description requires them to have a cellular phone for business use.

- a) In providing this reimbursement, the employee agrees to:
 1. Provide the cell phone number to all staff or others deemed necessary individuals as determined by the Superintendent; and
 2. Complete an annual cell phone agreement signed by the Superintendent
 3. Complete a claim form requesting reimbursement submitted to Accounts Payable by December 1 and June 1.
 4. Have the phone available for incoming calls during business hours and other hours as deemed necessary as part of their job description.

Adoption Date: October 11, 2023