

Cellular Telephones

A. Authorization for Use

Authorization of cellular services will require supervisory approval and budgetary authorization. The criteria for providing cellular phone services to a staff member will conform to at least one of the following guidelines:

1. The staff member needs to have regular access to other district staff or services when away from their office and conventional phone services.
2. The staff member needs to be regularly available to his/her office or other staff to deal with emergent problems and may often not have access to conventional phone services in a timely fashion.
3. The staff member may encounter an emergency in the performance of his/her duties that requires *immediate* access to phone services when conventional services may not be at hand or may be inoperative.
4. The staff member often needs to move away from his/her workstation maintaining continuous phone contact with callers.
5. The staff member is responsible for providing phone access to or from a district facility in the event of an emergency such as loss of power or the failure of conventional phone services.

B. Rules for Use

1. The district will establish service at the best available rate. For example, if digital equipment rates exceed analog equipment rates, analog equipment will be preferred.
2. Cellular phones are not to be used when less costly alternatives are readily available or when they will be available within a reasonable period of time given the circumstances. Land lines should always be used when available.
3. Cellular phones need to be protected from both theft of air-time and equipment theft by taking precautions to restrict access to the phones.
4. Discretion should be used in discussing confidential or sensitive information on cellular phones because cellular transmissions are not secure.
5. Employees are to personally review cellular phone bills for accuracy and any possible unauthorized use and initial the billing statement. Employees must reimburse the district for any personal use of a district cellular phone. They must identify any personal calls, and return the invoice to accounting with an attached personal check covering all personal calls.

C. Records

The accounting department will maintain a record of all employees authorized to use cellular phones. An inventory of all cellular phones and phone lines will be maintained. The department will also monitor timely and appropriate payment for services and reimbursements from staff members. An automatic payroll deduction will be made against the employee's payroll warrant if the Certification of Telephone Expenses Report is not returned by the due date.

Personnel

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