

**SUBJECT: USE OF DISTRICT CELL PHONES****Purpose**

The Board of Education requires District employees serving in the designated positions and/or job titles to carry cell phones in order to meet their job responsibilities.

**Authorization**

These employees will be designated on an annual basis during the Board's re-organizational meeting. Designated employees shall receive a District stipend for cell phone usage in the amount set forth during this same annual re-organizational meeting. Employees who receive this stipend shall be required to obtain and/or maintain a personal cell phone and remain accessible by cell phone in accordance with this Policy. Employees who receive this stipend shall not receive any other reimbursement from the District for their personal cell phone use (e.g. no additional minutes, no special features or upgrades, etc.).

**General Provisions**

Each designated employee who receives a District stipend for a personal cell phone is required to carry his or her cell phone at all times during his or her hours of employment to facilitate communications with other District Officers and employees. In addition, all such employees are requested to remain accessible by cell phone during non-school hours. Nothing in this Policy should be construed to authorize employees to use personal cell phones for personal business during work hours in a manner, or to an extent, that is inconsistent with the District's policies that restrict personal telephone calls during work hours.

**Annual Reporting and Review**

The Superintendent shall evaluate and report to the Board of Education, upon request, on the cost and effectiveness of the District's cell phone policy.