



# ***Policy #5322***

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## *Non Instructional / Business Operations*

### **SUBJECT: USE OF THE DISTRICT CELL PHONE**

The Board of Education recognizes that certain district employees will be required to carry cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district cell phones shall be listed in Regulation 8332 and reported to the Board for its approval each year at its reorganizational meeting in July. All cellular telephone contacts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

The employee shall make every attempt to use their cellular phones for business purposes only. In the event an employee abuses this stipulation, he/she may be subject to loss of the use of the phone and reimbursement to the District.

All district-owned cellular telephones are to remain the property of the District. District owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.

As with any District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the (Business Office).

**Re-Adopted: July 5, 2022**