

CELLULAR TELEPHONES

District Owned Cellular Phones Procedures

- A. The Superintendent or their designee must approve the acquisition and use of District-owned cellular phones in advance. The advance request should demonstrate a business need by addressing the following:
 - 1. Efficiency in accomplishing the day-to-day activities
 - 2. Safety
 - 3. Other available communication options
- B. At the time a designated employee accepts a district cellular telephone; he or she shall provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. (See attachment)
- C. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. The employee will need to sign the following attestation on each bill:

IN ACCORDANCE WITH EASTMONT SCHOOL DISTRICT POLICY
I CERTIFY THE CALLS SHOWN ABOVE WERE FOR OFFICIAL
SCHOOL BUSINESS.

SIGNED _____

PLEASE RETURN SIGNED FORM TO EASTMONT SCHOOL
DISTRICT BUSINESS OFFICE. CALL 509-884-7169, IF YOU HAVE
ANY QUESTIONS.

- D. Rules of use
 - 1. Cellular phones are not to be used when less costly alternatives are available (i.e. when working at a facility where land based phone lines are readily available, the land based phone line should be used.)
 - 2. District owned phones are to be used only to conduct District business. This means both incoming and outgoing calls. The Superintendent recognizes that there may be a very limited amount of personal time in order to notify family members of a change in travel plans or other emergent types of notifications.
 - 3. Employees are required to comply with all state and local laws regarding the use of wireless phones while driving. Employees should not make or receive telephone calls while driving. Employees should let incoming calls go to their voicemail and then find a safe place to pull over and park before initiating a call. Under no circumstances should employees use cellular phones during adverse weather or difficult traffic conditions.

4. In the event that the District owned phone is used for other non-emergent personal business, the employee is to reimburse the district for the usage.
5. Employees are to personally review the bills for accuracy and initial the statement prior to billing. Supervisory approval is also required before the bill can be paid.
6. Cellular phones need to be protected from both airtime and equipment theft by taking reasonable precautions to restrict access to the phones.
7. The state cellular contract shall not be used to obtain equipment or service for personal use.

Employee Owned Cellular Phone Procedures

- A. An employee owned cellular phone is a phone that has been purchased by the employee. The corresponding charges for the phone are billed directly to the employee. The phone is used primarily for the employee's personal use, but the district acknowledges that it may be necessary to use the phone to conduct District business.
- B. Employees are required to comply with all state and local laws regarding the use of wireless phones while driving. All employees must use a hands-free device while driving. Whenever possible, employees should not make or receive telephone calls while driving. Employees should let incoming calls go to their voicemail and then find a safe place to pull over and park before initiating a call. Under no circumstances should employees use wireless phones during adverse weather or difficult traffic conditions.
- C. The District acknowledges that there may be times when the employee uses their personal phone to conduct district business.
- D. In those circumstances where the employee uses their personal phone to conduct District business, the employee may be reimbursed provided the following guidelines are met:
 1. The employee must turn in copies of their cellular phone bill documenting the calls that were business related.
 2. Calls will be reimbursed on a per-minute rate, as charged on the cellular bill. For those plans in which the excess minutes were not exceeded, the per-minute rate will be calculated by dividing the monthly charge by the number of minutes in the plan. The amount of the cell phone reimbursement shall not exceed the employee's monthly cellular phone charge.
 3. The employee must submit the request for reimbursement at least quarterly (December 31, March 31, June 30, September 30).