

Cellular Telephone Use Procedures

1. District Owned Cellular Telephones

- 1.1 District-owned cellular telephones and services are intended and shall be used **primarily** for district business and in the event of emergencies and, except as otherwise provided in section 1.6 below, shall not be used to make or receive personal calls.
- 1.2 District-owned cellular phones are intended to be used for building/program operation efficiencies and to ensure the safety of its clients and staff. If a less costly form of communication is readily available, safe, and convenient, every effort will be made for district employees to use the alternative form.
- 1.3 All cellular telephone charges to or from any district-owned telephone are paid directly from the building or program budget; the reimbursement by individual users for personal calls is not credited to building/program budgets.
- 1.4 District employees recognize that cellular transmissions are not secure and will take every precaution and discretion in relaying confidential or sensitive information.
- 1.5 District employees recognize the need to protect cellular equipment from loss, vandalism, theft and air-time theft. If a telephone is lost or stolen, or if there is any indication that there is a theft of air-time, it is the responsibility of the employee to immediately contact the business office and have the service canceled to prevent use by others.
- 1.6 The district recognizes that personal emergencies may occur in which a district employee may need to use a district-owned cellular telephone to make or receive a personal call. If an employee makes such use of a cellular telephone, he/she shall promptly report the same in writing to the business office by flagging the individual calls on the monthly itemized bill.
- 1.7 A district employee shall reimburse the district for all personal calls made or received using a district-owned cellular telephone. Such reimbursement shall include the actual charges incurred for air-time, roaming, long-distance, and other related services. In addition, a thirty percent (30%) surcharge shall be added to reimburse the district for researching its billing records, preparing a billing and accounting for payment. Payment must be made within thirty (30) days of the billing. Failure to do so may result in the employee's loss of cellular telephone use and/or salary deduction. Checks are to be made payable to the Yakima School District.
- 1.8 The district reserves the right to review and monitor the use of all district-owned cellular telephones. The business office may at any time share employee telephone usage records with the employee's supervisor(s).

- 1.9 Each district employee assigned or having occasion to use a cellular telephone to carry out their duties as an employee will sign a cellular telephone use agreement; see 6250X.
- 1.10 If a district employee desires the availability of cellular telephone service for personal calls, he/she should subscribe to her/his own cellular telephone service.

2. Employee-Owned Cellular Telephones

- 2.1 The district will reimburse employees for documented district business use of personal cellular telephones. Reimbursements are paid directly from the employee's building or program budget.
- 2.2 In order to be reimbursed, the employee will submit a district *Request for Refund/Reimbursement* form with a copy of the cellular telephone billing with all claimed Yakima School District calls highlighted. The claim form must be budget coded and must be signed by the employee's supervisor.

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