

POLICY

2010

6124

1 of 1

PERSONNEL

SUBJECT: CELLULAR TELEPHONES

Issuance of Cell Phones

Certain officers and employees of the Massena Central School District may be issued cellular phones in order to more effectively carry out their job responsibilities. The issuance of cell phones shall be subject to prior approval of the Superintendent of Schools. The following considerations shall apply when determining whether a cell phone should be issued:

- a) Whether issuance of the cell phone will promote communication in emergency circumstances;
- b) Whether the employee is frequently in business-related travel status;
- c) Whether the employee's primary work location requires access to a cell phone;
- d) Whether there is a reasonable expectation for other members of the Massena Central School District to be able to contact the officer or employee at times other than regular business hours; and
- e) Whether other means of communication are available and less expensive to obtain and/or maintain.

Cell Phone Usage

Cell phones issued by the Massena Central School District are issued primarily for purposes related to official business. The Massena Central School District retains the right to cancel cell phone service and recover issued cell phones at any time. When purchasing cell phone rate plans, the District will consider the reasonable expectation for business use. It is recognized, however, that on occasion cell phones are used for personal business. In light of this each person issued a cell phone with a rate plan that provides a monthly allowance of minutes shall be required, as a condition for obtaining the cell phone, to agree to have \$5 per pay deducted from their net pay and to agree to reimburse the District for any charges incurred due to non-district related calls over and above the rate plan's monthly allowance of minutes. Each person issued a cell phone with a rate plan that does not include a monthly allowance of minutes shall be required as a condition of obtaining the cell phone, to agree to reimburse the Massena Central School District for any charges incurred due to calls not related to official district business.

The Massena Central School District will not provide reimbursement to employees for business use of personal cell phones.

Adopted: 2/25/10

Revised: 9/30/10