

SECTION 1.03 – CELL PHONE USE

Contact: Accounting @ Extension 4170 / Purchasing @ Extension 4180

A. Overview

District owned cellular telephones, pagers and district paid service plans have been authorized for the efficient business operation of the district and/or for use during emergencies. The purchase of district owned cellular telephones and all district paid service plans shall be coordinated through the finance and business services department. ***Personal phone calls are not permissible on a district paid service plan.*** Cellular telephones and their associated service plans should only be used when conventional telephones are not readily available.

B. References

[Board Policy/Procedure 6250/6250P](#) – District Owned Cellular Telephones

C. Issuance Criteria

In all cases where a cell phone or pager is being authorized, consideration should be given to the employee's job function and whether a direct and legitimate business benefit will be derived from having the cell phone available.

D. Equipment Purchase

- Cellular telephones and/or pagers must be acquired through the purchasing office.
- Pagers may be acquired by notifying the purchasing office of need and coordinating style of equipment preferred.
- Cell phones may be acquired in two ways:
 - 1) District Purchase of Cell Phone Equipment:
The purchase of district owned cellular telephones and related equipment must be coordinated through purchasing. The authorized individual requiring cellular service should contact purchasing to coordinate the style of phone and projected usage. While specific equipment and pricing changes frequently, purchasing will provide assistance in determining needed features and estimated plan usage. Employees will be issued a standard style model with features that are necessary for the performance of their duties.
 - 2) Employee Purchase of Cell Phone Equipment via District Carrier:
In the event the employee desires a feature beyond the standardized equipment available through the district, or wishes to retain ownership of their cellular phone, employees may acquire a cellular telephone through the current provider for the district. The authorized individual may contact purchasing to get a referral to the appropriate

representative. Once the phone is activated, a district paid service line may be added to an employee owned phone. Billing for the district paid line will be submitted to the district by the carrier.

- Upon leaving employment with the district, cellular telephones that are owned by the district will be returned to purchasing. Employee paid telephone lines programmed to that phone must be reprogrammed to a new employee owned phone by the employee.

E. Service Plans

- Personal Phone Calls are not Permissible on a District Paid Service Plan: Outgoing and/or incoming personal calls are not permitted on district paid service plans. Employees are strongly discouraged from providing the district plan number to those who may make a personal call to them.
- District Paid Service Plan: To maximize operational efficiencies, the finance and business services department shall establish a district-wide standard plan (or plans) as necessary to minimize operational costs. Standard service plans will be applied to district owned cell phones after coordinating with the user to determine usage requirements. Similarly, standard service plans will be available as a secondary line to employee owned cell phones, provided the employee owned phone is compatible with the district carrier.
- Employee Paid Service Plan: Employees may add a personal use service plan to the district owned cell phone via the district carrier. This service plan will be assigned a separate phone number and will be the sole financial responsibility of the employee. Billing for personal service plans will be mailed from the carrier to a personal address. Contact purchasing to be referred to the appropriate representative to set up an employee paid service plan. Reduced rates are available through the carrier.
- District Service Plans Must Be Initiated by Purchase Order: Equipment and service plans will be paid via district purchase order and will be established to streamline the payment process.
- Changes to Existing Service Plans Must Be Coordinated with Purchasing: In the event changes in circumstance occur and an employee feels they need to change service plans, please contact purchasing. Conversely, upon review of usage, purchasing may contact the employee to discuss appropriate rate plans based on actual usage.

F. Accidental/Emergency Personal Use

- ***Personal phone calls on a district line are prohibited.***
- If accidental or emergency personal use occurs, notify accounting immediately and inform them of the date and phone number of the occurrence(s).
- **Employees must promptly reimburse the district for any accidental/emergency personal use at a rate of five (\$5) dollars per call for the first minute and one (\$1) dollar for each**

additional minute to cover all costs of handling and processing the transaction. This rate applies to both outgoing and incoming cellular telephone calls.

G. Usage Agreement Required

- Employees must sign an [Everett Public Schools Cellular Telephone Usage Agreement](#) and submit it to purchasing prior to purchase of a district owned cellular phone or initiation of a district paid service plan.
- Sites or departments that maintain a cellular phone and service that is utilized by several staff members must assign the administrative responsibility to a specific staff member. This staff member will maintain a [Cellular Telephone Use Log form](#) to document use. This form constitutes a use agreement with the temporary user. Users must review the requirements noted on the form and confirm by signature prior to use. A copy of this form must be submitted annually to accounting.

H. Bill Review Process

Accounting will receive the monthly invoices for each district cellular telephone number from the service provider and will process them as follows:

- Invoices showing minimum usage under very basic service plans will be paid against the appropriate purchase order.
- Invoices showing unusual or excessive usage (i.e. calls exceeding the plan minutes) will be forwarded to the cell phone user for their review. Cell phone users must review the bill for appropriateness and must certify on a [Cell Phone Bill Review form](#), whether the calls were work related. If accidental/emergency personal use is identified, charges shall be assessed at rates listed in Section F. The bill and [Cell Phone Bill Review form](#) is due back to accounting within seven (7) days of receipt of the bill.
- Cell phone users who are consistently delinquent in complying with the above provisions, or with the terms and conditions as listed in the [Cellular Telephone Usage Agreement](#), may have their cell phone services revoked.

I. Inappropriate Cell Phone Use

The following list has been provided to help cell phone users be aware of patterns that might be considered unreasonable, inappropriate, or excessive and could be grounds for revoking cell phone service:

- Repetitive accidental personal use of a district service plan.
- Numerous cell phone calls when land telephone lines are available.
- Excessive and unidentifiable incoming calls.
- Use of the operator, directory assistance or other services that increase operational costs.
- Calls to 1-800/1-888 numbers.
- Allowing use by unauthorized users which may include students or persons not employed by the Everett Public Schools.