

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 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 8800/8800P – 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 features 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 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.



Cellular Telephone #: 425-

Issued To: _____

Date: _____ Plan _____

Cellular Telephone Usage Agreement

District cellular telephones and service plans have been authorized for the efficient business operation of the District and/or for use during emergencies. The purchase of District cellular equipment and associated service shall be coordinated through the Purchasing Office. Employees with a personal cellular telephone may coordinate with Purchasing to add a District-paid service line, assuming the carrier is consistent.

This agreement applies to the following condition:

- ☐ District owned cell phone/service plan – Single User
- ☐ District owned cell phone/service plan – Multiple Users
- ☐ Employee owned cell phone with District paid service line

The undersigned agrees with the following terms and conditions:

- I understand that no personal calls will be placed or received on a District paid phone/service. I will avoid issuing the telephone number to individuals who need to call for personal reasons.
- I will make efforts to utilize a land based line prior to utilizing District paid cell phone/service.
- I will adhere to the requirements defined in Board Policy/Procedure 8800/8800P and Section 1.03 of the Business Information Manual pertaining to cell phones.
- I understand that accidental or emergency personal use of a District paid phone/service must be promptly reimbursed to the District at a rate of five (5) dollars for the first minute and (1) dollar for each additional minute, rounded up to the next whole minute. This rate applies to both incoming and outgoing calls.
- I understand that I may receive a copy of my bill to review if I have exceeded my plan minutes or if unusual or inconsistent use is noted. I will review the bill to ensure accuracy and approve the bill promptly.
- I understand that the cell phone and associated equipment are District property assigned to me for District business. I am personally responsible for its care and security at all times. I may be held liable for damage or loss occurring to the equipment while it is in my care. I am further responsible for returning the equipment to the District upon request or at such a time I no longer need the phone for my District responsibilities.
- I may add a personal service plan to the District owned phone. I will coordinate this plan through Purchasing and I assume all financial responsibility for this plan. I understand billings will be mailed directly to a personal address. I am responsible for the content and purpose of the personal line use to ensure the appropriateness.
- Multiple User only: I understand that I am acting as administrator of the phone that will be checked out for use on an as needed basis. Users checking out the phone for use will be advised that the phone is for authorized District business only. Use will be documented on the Cellular Telephone Use Log.
- I will avoid use of directory assistance or other services that increase operational costs.
- I will make efforts to avoid use by unauthorized users.
- I will avoid use, or take extreme caution, if I use the cell phone while operating a vehicle.

Employee Signature

Date

Budget Authority

Date

Send original form to Purchasing. You will then be contacted to coordinate style of equipment and appropriate service plan. If a personal line is selected as an additional feature, you will receive instructions on how to activate that line.



CELLULAR TELEPHONE USE LOG

The purpose of this log is to track use of cellular telephones that are checked out to multiple users. The administrator of cell phone use shall require all users to read the conditions of use and sign the form prior to use. All users shall be employed by the Everett Public Schools and authorized for use by the budget authority. This form(s) shall be forwarded to Accounting annually (July-August).

Use Administrator:	Budget Authority:
Cellular Phone Number:	Site/Department:

Signature of the undersigned confirms that they have read and agree with the following conditions of use:

- 1) I will make efforts to utilize a land based line prior to utilizing the cellular telephone or service plan.
- 2) I will adhere to the requirements defined in Board Policy/Procedure 8800/8800P and Section 1.03 of the Business Information Manual.
- 3) No personal calls will be placed or received on the District paid service plan. I will avoid issuing the District service plan telephone number to any individual that may call for personal reasons.
- 4) If accidental or emergency personal use of a District paid service plan occurs, I will promptly reimburse the District at a rate of five (5) dollars for the first minute and one (1) dollar for each additional minute (all partial minutes rounded up to the next whole minute).
- 5) Cellular telephones and associated equipment are District property assigned to me for District business. I am personally responsible for its care and security at all times. I may be held liable for damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return to the District.
- 6) I will avoid use of directory assistance and other services that increase operational costs.
- 7) I will make all efforts to avoid use by unauthorized users.
- 8) I will avoid use, or take extreme caution, if I do use the cellular telephone while operating a vehicle.

PRINTED NAME	SIGNATURE	DATE OUT	DATE IN



CELLULAR TELEPHONE BILL REVIEW FORM

- You have received this form because you have either exceeded your plan minutes, have an unusual usage pattern, or have notified us of accidental/emergency personal use.
 - Please review your bill, sign the one of the certifications below, and calculate amount owed, if applicable. *Charges shall be assessed on all accidental/emergency personal calls, both outgoing and incoming, at the rate of \$5.00 per call for the first minute and \$1.00 for each additional minute. All partial minutes shall be rounded up to the next whole minute.*
 - The bill, this form, and any personal payment owed, is due to Accounting within 7 days of receipt of the bill.
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I Certify No Instances of Personal Use:

I certify that I have reviewed the attached cell phone bill and that all usage and charges on this bill are work related and conducted as part of my official duties as an employee for Everett Public Schools.

Cell Phone User Signature

Date

I Certify and Claim Instances of Accidental or Emergency Personal Use:

I certify that I have reviewed the attached cell phone bill *and have highlighted all personal phone calls both incoming and outgoing*. All other usage and charges on this cell phone bill are work related and conducted as part of my official duties as an employee for Everett Public Schools. I have enclosed my payment, as calculated below, to reimburse the District for any personal calls noted.

Calculation of Payment

First minute(s)/per call _____ x \$5.00/per call: \$ _____
Each additional minute(s) _____ x \$1.00: \$ _____

Total Payment: \$ _____

Cell Phone User Signature

Date

BILL & FORM MUST BE RETURNED TO THE ACCOUNTING OFFICE WITHIN 7 DAYS OF RECEIPT OF BILL. YOUR PROMPT REVIEW IS APPRECIATED.
