

CELLULAR
PHONES

Cellular phones may be a productive essential means of communication to certain management personnel.

The differentiation between personal use and District-related business use may raise questions regarding personal benefit at a District expense.

Common sense and discretion must dictate the use of cellular phones, especially during meetings, classes, seminars, and other related activities.

PERSONNEL
AUTHORIZED TO
RECEIVE STIPEND
FOR CELLULAR

Based on need, principals, directors and others, with the written approval of the appropriate assistant superintendent or executive director, may be authorized to receive a stipend. The monthly stipends must be budgeted in the appropriate campus or department budget.

STIPENDS

A per-paycheck stipend will be added to the paycheck of an authorized employee and will serve as reimbursement for maintaining a cellular phone for routine District business. The employee will be responsible for maintaining an active cellular phone at all times and for having the cellular phone number on file with the Superintendent's office. Failure to have an active cellular number will result in revocation of the stipend.

LIMITS ON
STIPENDS

The District will pay a reasonable stipend of \$75.00 for Cabinet members (effective July 1, 2010) and \$50.00 for remaining qualified employees (as specified in Administrative Regulation DEA). This is most economical for both the user and the District. This amount should adequately cover the air time, long distance, and roaming charges and associated taxes and fees that would be required for an employee. The choice of which cellular service, rate plans, usage, etc., will be the responsibility of the employee. The District will not reimburse an employee for any overage charges.

MISUSE OF
CELLULAR
PHONES

Replacement of lost cellular phones will be the responsibility of the employee. Conduct considered inappropriate for an employee receiving a stipend or the use of a District-owned cellular phone will result in the loss of the use of the cellular phone and/or other administrative action.

REVIEW OF NEED

On a yearly basis, the Superintendent's Cabinet will review the listing of key positions to determine if additions or subtractions have to be made.