



## 3515 B

# Administrative Cellular Phones

### *Regulation 3515 B*

Original Adoption: 09/29/2009

Revision Dates:

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### **I. PURPOSE**

The purpose of this regulation is to establish the rules related to the distribution and use of administrative cellular telephones.

### **II. DISTRIBUTION AND REQUIRED USE**

- A. The Superintendent, or Superintendent's designee, shall develop a list of categories of employees and other district personnel who are eligible to receive an administrative cellular phone.
- B. The Superintendent, or Superintendent's designee, may establish a list of positions which require the holder to be available for district business on a twenty-four hour basis via an accessible mobile electronic means. For these positions the District-distributed administrative cellular phone must be used for this purpose.
- C. Administrative cellular phones remain assigned to the employee or other district personnel regardless of position title, or department, so long as the position held by the person is included in a category for which administrative cellular phones are distributed.

### **III. DEVICES, SERVICE AND FINANCIAL RESPONSIBILITY**

- A. The Superintendent or Superintendent's designee shall establish for each category of employee the appropriate device or devices and level of service required to accomplish the district's goals.
- B. Every employee who is distributed a cellular phone shall acknowledge receipt, on a form provided by the District, of:
  - 1. the terms of acceptable use;
  - 2. the description of financial responsibility for the device and services; and
  - 3. other information provided regarding the possession and use of the equipment.
- C. Employees who are distributed an administrative cellular phone may elect to add services for personal use to their device for a fee established by the District or the District's vendor at the employee's or other district personnel's own expense.
- D. The cost of using directory assistance shall be the financial responsibility of the employee's or other district personnel's department budget.



- E. Employees or other district personnel must report the damage, loss or theft of any district owned cellular phone as soon as is practicable to the person's supervisor.
  - 1. In the case of theft, the financial burden of replacing the device is the District fund source used to purchase the original device, or such other District funds designated by the budget supervisor for the person's department.
  - 2. In the case of damage or loss, the supervisor will determine whether or not the person was negligent, and if so, may require the person to reimburse the District for the cost of the replacement device.
  - 3. Damage, loss or theft of a device may result in the issuance of a new telephone number with a replacement.

***Cross references:***

MPS Policy 3000 (Code of Ethics)

MPS Policy 3515 (Telephones)

MPS Regulation 3515 A (Definitions)

MPS Regulation 3515 E (Privacy Expectation Notice)