

## SUBJECT: USE OF DISTRICT CELL PHONES

A Madrid-Waddington Central School owned cell phone will be issued to a district employee when required by that employee's job duties and as determined by the District Superintendent.

The purpose of the assignment of a cellular phone to a district employee is to conduct district related work activities in order to enhance work productivity, safety, and increase cost effectiveness of operations. Its use is for the sole purpose of expediting the job function of the district employee that it is assigned to.

### CELLULAR PHONE UTILIZATION

#### Responsibility

District Employees

#### Action

The purpose of the assignment of a cellular phone to a district employee is to conduct district related work activities in order to enhance work productivity, safety, and increase cost effectiveness of operations.

Only authorized district employees (personnel) may have district cellular phones and/or district contracted cellular services assigned to them. Authorization for assignment of cellular service may be made only by the District Superintendent. District personnel may qualify for cellular phone based upon one or more of the following criteria:

1. Employees who travel extensively.
2. Administrators who are on call and are responsible for multiple sites.
3. Safety
4. Other situations deemed necessary by the District Superintendent

On occasion, district cellular phones and/or cellular service may need to be used for non-district related purposes. If an employee assigned a cellular phone uses the cellular phone for personal reasons, the individual will reimburse the

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2 of 2

Personnel

## **SUBJECT: CELLULAR PHONE UTILIZATION (continued)**

district for the personal charges. Likewise, the district will reimburse employee for district-related calls on personal cellular phones upon supervisory approval.

The district cellular phone is a piece of equipment and therefore, due care in maintaining the equipment is the responsibility of the district employee.

Hands free device must be used while driving or pull off the road. District is not responsible for any citations issued.