

**Hampton School District Policy**

**Section: E**  
**Code: EDCA-R**  
**Title: Employee Use of Cellular Telephones**  
**Category: O (Optional)**  
**Page: 1 of 3**

**EMPLOYEE USE OF CELLULAR TELEPHONES**

District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following guidelines:

Cellular Telephone Authorization

Employees shall make written application to the Superintendent explaining the need for the device and the perceived benefits to the district.

Cellular telephones may be assigned or made available on a temporary basis by the Superintendent when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official District business when other means of communications are not readily available. Cellular telephones may not be used for routine communications.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official District duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on District or other public telephones.
4. Cellular telephones are not to be used for conversations involving District information of a confidential nature.
5. Cellular telephones are not to be loaned to others.
6. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Manager who will, in turn, notify the service provider.
7. Employees who are issued such devices shall agree not to use hand-held devices while driving a District vehicle. If the District issues hand-held devices, employees must use them if the use is required to deal with an emergency. The District vehicle shall not be moving when emergency use of a hand-held device is required.

**DATE:**

**Adopted:** November 9, 2010  
**Reviewed:** Sept. 2010  
**Revised:**  
**Cancellation:**

**EMPLOYEE USE OF CELLULAR TELEPHONES**

(continued)

8. Employees may be issued hands-free devices to be used for District business should the need arise. If hands-free devices are issued, employees shall be trained annually in their safe use. Written documentation of the training and employee signatures that they completed the training and understand this policy shall be maintained.
9. The Board shall receive a detailed monthly billing statement for each device.
10. Employees who are issued devices shall agree in writing to reimburse the District for any inadvertent or emergency personal use of the device.
11. Cellular telephones issued for employees are to be returned to the Business Manager at the conclusion of the school year, activity or as otherwise specified.
12. Failure to follow these rules shall be grounds for employee discipline, up to and including termination.

Privately Owned Cellular Telephones

1. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the Superintendent.
2. Personal use of privately owned cellular telephones authorized to use such equipment for District business is restricted to lunch, breaks or other such times when the employee is not on duty.

Reimbursement

1. On a monthly basis, all personal calls are to be highlighted on the billing statement by the user. [A notation for each highlighted entry indicating the nature of the call is required.]
2. The cost of all personal calls made/received by an employee are to be totaled and a check written for the amount to the District.
3. The check, along with the highlighted copies of the monthly billing statement, is to be submitted to the Business Manager for review and recommendation for approval.
4. The check and billing statement are to be forwarded to the Business Manager for review and the check credited to the appropriate account.

**Adopted:** November 9, 2010  
**Reviewed:** Sept. 2010  
**Revised:**  
**Cancellation:**

**DATE:**

**EMPLOYEE USE OF CELLULAR TELEPHONES**

(continued)

5. Requests for reimbursement for authorized of employee owned cellular telephones are to be submitted on District provided forms accompanied by a copy of the billing statement with the District business-related calls highlighted. A notation, for each highlighted entry, indicating the nature of the call is required.
6. All requests for reimbursement, including the highlighted billing statement, must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. All requests submitted after the reimbursement deadline has passed will be denied.
7. District reimbursement for authorized use of employee owned cellular telephones will be made in conformance with District payment procedures.

**Adopted:**           **DATE:** November 9, 2010  
**Reviewed:**       Sept. 2010  
**Revised:**  
**Cancellation:**