

Policy No. 401.12R1

Cell Phone Business Procedures

School district employees may be reimbursed for the use of privately owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on school district-provided forms accompanied by a copy of the billing statement with the school district business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign off on the billing statement verifying the calls were school district business-related. School district reimbursement for authorized use of employee-owned cell phones will be made in conformance with school district payment procedures. 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. Requests submitted after the reimbursement deadline has passed will be denied.

EMPLOYEE USE OF CELL
PHONESREGULATION

Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during