

GENERAL PERSONNEL**ADMINISTRATIVE PROCEDURE - CELLULAR TELEPHONES**

Actor	<u>Requirements and Actions That Must Be Completed</u>
Employee that has been issued a district owned cellular telephone	<ul style="list-style-type: none">• Employee must complete Authorization for Personal Use of District-Owned Cellular Phone form.• On the application, the employee authorizes the District to deduct \$10.00 a month from wages due for the purchase of personal cellular telephone use minutes or declines the purchase of minutes.• By declining, the employee understands that the personal use of district-owned cellular telephones is prohibited.• Upon a statement of use, the employee will identify and reimburse the District for all personal calls made.
Assistant Superintendent for Planning Technology and Operations	<ul style="list-style-type: none">• The Assistant Superintendent will review the authorization forms and forward them to personnel department for payroll deduction.• The Planning, Technology and Operations department will monitor cellular telephone usage and issues statements to employees when personal use exceeds purchased minutes.• The Assistant Superintendent shall complete an annual review of all communication devices in order to determine if:<ul style="list-style-type: none">○ The devices are being used appropriately and frequently enough to justify continued use.○ The rate plans are appropriate for the type of use required.

AUTHORIZATION FOR PERSONAL USE OF SCHOOL DISTRICT-OWNED CELL PHONE

- ☐ The undersigned has been issued a cell phone which is owned by the Oswego Community Unit School District 308. The undersigned desires to purchase time on the School District-owned cell phone for personal use. The undersigned hereby agrees that \$10.00 per month will be deducted from wages due and payable by the Oswego Community Unit School District 308 for the purpose of purchasing personal cell phone use minutes. It shall be the responsibility of the undersigned to monitor the personal use of the School District-owned cell phone and limit the personal use thereof to the number of minutes purchased under this agreement. Unused personal minutes do not accumulate from month to month.

The personal use of the School District-owned cell phone shall not interfere with the undersigned's School District responsibilities, and personal use of the school-owned cell phone shall be limited to the number of minutes purchased under this agreement.

I hereby acknowledge receipt of a cellular phone. I promise and agree to return the cellular phone to the issuing administrator's office upon demand or when my need for it no longer exists or I end my employment for the district. In the event that my cellular phone is lost or stolen, I acknowledge that I may be subject to disciplinary action that will include a minimum payment of \$50.00 to replace the cellular phone. An inventory of cellular phones shall be conducted on an annual basis. Employees must physically produce the cellular phone when requested to do so.

- ☐ The undersigned hereby declines to purchase any personal-use minutes on School District-owned cell phones. The undersigned understands that personal use of School District-owned cell phones is prohibited unless personal-use minutes are purchased from the School District.

Employee Name

Cell Phone Number

Approved:

Assistant Superintendent for Planning
Technology and Operations