

STAFF USE OF CELLULAR TELEPHONES

Cellular telephone technology enables individuals to be reached whenever a situation arises necessitating immediate contact and communication, regardless of the person's location at the time. Therefore, the Superintendent, Assistant Superintendent, and any other employee for whom the Superintendent determines there to be a compelling need to have a cell phone available for emergency school-related purposes may be granted a monthly allowance up to the amount approved by the Board so that they can acquire (a) cellular telephone(s). In no instance will the employee be reimbursed more than the monthly cost to the employee.

Staff members covered by this policy shall provide the Treasurer with their cellular telephone numbers so that they may be contacted as the need arises.

Furthermore, covered staff members shall not be required to submit a copy of their detailed bill monthly; however, they will be advised that this reimbursement shall be considered additional compensation for income tax purposes.

Employee safety is a priority of the Board, and responsible use of cellular telephones includes safe use.

Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal cellular telephones while operating such vehicle or equipment.

Cellular telephone calls are not secure. Therefore, employees should use discretion in relating confidential information, particularly as it relates to students.

Use of a Personal Cellular Telephone While at Work

Personal calls during work hours can interfere with employee productivity and be distracting to others, regardless of whether on a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are asked to make personal calls during breaks and lunch period and to see that friends and family members are aware of the Board's policy.

Violation of this policy may constitute just cause for disciplinary action up to and including termination.