

SUBJECT: CELLULAR PHONES

PURPOSE:

The purpose for the assignment of cellular phones is to conduct BOCES related work activities in order to enhance work productivity and increase cost effectiveness of operations.

AUTHORIZATION:

Only authorized BOCES employees may have BOCES cellular phones and/or BOCES contracted cellular services assigned to them. Authorization for assignment of cellular service is required from both an immediate supervisor and the District Superintendent (or designee). BOCES employees may qualify for cellular phone use based upon one or more of the following criteria:

- Employees who travel extensively
 - Employees who are on call and are responsible for multiple sites
 - Employees who perform repair services region wide and need continuous remote communication with the BOCES
 - Teachers working with students off campus who otherwise do not have access to telephones
 - Other situations deemed necessary by the District Superintendent (or designee)
1. Option A: BOCES-Owned Cell Phones - A BOCES-owned cell phone will be issued to a BOCES employee when required by that employee's job duties and as determined by the District Superintendent or designee.

Additionally, the following rules shall apply regarding the use of a BOCES-owned cell phone:

- a) The employee shall reimburse the BOCES for all personal calls made on the phone at the rate set annually by the district superintendent. The employee shall make such reimbursement within 30 days of receipt of the itemized bill. In the event no personal calls are made, a signed bill indicating, "No Personal Calls" shall be submitted to the appropriate department within 30 days of receipt of the bill. Employees who have outstanding bills may be required to surrender their phone until such bills are resolved and submitted.
- b) The cell phone may not be used by anyone other than the School District employee.

TERMS:

The BOCES will provide each eligible and approved employee with either a voice only package, or a voice and data package. The packages shall consist of, but not be limited to, the phone, a/c charger, car charger, hands-free device and other items provided by the selected manufacturer. Expenses related to cellular phones and related Items requested by the individual, which are in addition to the basic package provided by the BOCES, shall be the responsibility of the individual. It is the employee's responsibility to comply with all laws pertaining to cell phone use while operating a motor vehicle.

2. Option B: Employee-Owned Cell Phones - The District Superintendent, in lieu of providing a BOCES-owned cellular phone to the employee, require the employee to acquire their own personal cellular phone and in return pay a monthly stipend. It is the employee's responsibility to comply with all laws pertaining to cell phone use while operating a motor vehicle. The District Superintendent will set the reimbursement rate annually.
 - a) In providing this stipend, the employee agrees to:
 - Provide the cell phone number to all staff/others deemed necessary individuals as determined by the Superintendent; and
 - Have the phone available for incoming calls during business hours and other hours as deemed necessary as part of their job description.

Adopted: February 13, 2002
Revised: September 12, 2012