MOBILE COMMUNICATION DEVICES

The District may provide a mobile communication device or stipend for the business use of a personal mobile communication device for employees whose job duties require a frequent need for business-related communication. A district-provided mobile communication device or stipend may be authorized based on the following guidelines:

- The job function of the employee requires considerable time outside of his/her assigned office space or work area and it is important to the District that he/she is accessible during those times;
- The job function of the employee requires him/her to be accessible outside of the scheduled working hours;
- The employee is a critical decision-maker; or
- The employee is a necessary responder to emergencies.

A data-capable district-provided device or stipend may be authorized if the following additional requirements are met:

- The job function of the employee requires him/her to have wireless and/or cellular data (i.e. internet access, email, etc.); and
- The specific functionality of the device is crucial to that employee’s ability to perform necessary services and/or job functions.

The Director of Business and Finance will maintain a list of positions eligible for District-provided devices or stipends, which includes type of device or stipend allowed.

Hourly employees who are contacted outside of normal work hours for the purpose of conducting District business are expected to record calls as time worked on their timesheet.

District-Provided Mobile Communication Devices

1. Mobile communication devices are provided specifically to carry out official district business when other means of communications are not readily available.

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 mobile communication devices 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.

4. Mobile communication devices are not to be used for conversations involving district information of a confidential nature.

5. Mobile communication devices are not to be loaned to others.

6. Employees issued a mobile communication device are responsible for its safekeeping at all times. Defective, lost or stolen devices are to be reported immediately to the Technology department.
7. Mobile communication devices issued for employee use are to be returned to the business office upon termination of employment, at the conclusion of the school year or activity, or as otherwise specified.

8. Devices covered by the policy are used in part to conduct District business. Information contained, sent, or received on these devices are subject to federal and state maintenance and protection laws (e.g., FERPA, HIPAA, records retention requirements), as well as District policies, including those pertaining to data security, acceptable computing use, and email usage.

9. Any mobile device that has data capabilities must be secured based on current District security standards including password protection and encryption. If a device with data capabilities is stolen or missing, it must be reported to the Technology department as soon as possible.

Privately-Owned Mobile Communication Devices

1. District employees eligible for a district-provided mobile communication device may request a stipend in lieu of a district-provided device. In order to receive a stipend, employees must fill out and sign a stipend agreement request form. The request may be made at any time during the fiscal year. Once approved, the stipend will be added to the employee’s regular monthly paycheck.
   
   a. The stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, salary scale adjustments, etc.

   b. The stipend will be considered taxable to the payee. Tax considerations have been taken into account in the determination of rates.

   c. The stipend will be paid as a flat rate per month, based on a predetermined rate schedule maintained and periodically updated by the Director of Business and Finance. The amount of the stipend will be dependent upon the business-related contact requirements of the employee’s position and job responsibilities.

   d. The stipend is neither permanent nor guaranteed. The District reserves the right to remove a participant from this plan and/or cancel the plan if it is deemed unnecessary or if there is insufficient budget to meet the plan costs.

2. The employee agrees to either allow his/her personal telephone number to be distributed for business use or to set up his/her office phone to automatically forward to the personal telephone covered by the stipend.

3. The employee is responsible for purchasing the mobile device and establishing a service contract with the provider of his/her choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. The employee is responsible for purchasing the service and equipment; determines plan choices, service levels, calling areas, service and features; and accepts termination clauses and payment terms. The employee must be able to provide a copy of the monthly access plan charges and business-related use if requested by his/her supervisor. The District does not accept any liability for claims, charges, or disputes between the service provider and the employee. Use of the mobile device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.

4. Devices covered by the policy are used in part to conduct District business. Information contained, sent, or received on these devices are subject to federal and state maintenance and protection laws (e.g., FERPA, HIPAA, records retention requirements), as well as District policies, including those pertaining to data security, acceptable computing use, and email usage. An employee receiving a stipend must comply with federal, state, and District requirements, and assist the District in providing access to information about or contained on the mobile device covered by this policy in response to requests for such data or information by third parties as required by federal and/or state law.

5. Any mobile device that has data capabilities must be secured based on current District security standards including password protection and encryption. If a device with data capabilities is stolen or missing, it must be reported to the Technology department as soon as possible.
6. Stipends will be canceled immediately upon termination of employment. No stipends will be paid after the final paycheck has been processed.

Reimbursement

District employees not eligible for a stipend may be reimbursed for use of privately-owned mobile communications device to conduct district business in accordance with Board policy and this regulation. Approval for reimbursement must be approved by the supervising manager and the Director of Business and Finance.

An employee who occasionally requires a mobile communications device for business purposes is not eligible for a stipend; however, the employee may submit a record of these expenses for reimbursement as provided below.

1. Requests for reimbursement are to be submitted on district-provided forms, available through the business office and accompanied by a copy of the billing statement with the district business-related calls highlighted. Notations for each highlighted entry, indicating the nature of the call, is required.

2. All requests for reimbursement, including the highlighted billing statement, must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests after the reimbursement deadline has passed will be denied.

3. District reimbursement for authorized use of employee-owned mobile communications devices will be based on actual cost incurred for district business and made in conformance with district payment procedures.