

Policy Information

Series 4000 - Non-Instructional/Business Operation

Use of Cell Phones

Policy # 4533, 5.37

POLICY

2006 4533
Non-Instructional/Business
Operations

SUBJECT: USE OF BOCES CELL PHONES

BOCES-owned cell phones that are assigned to employees.

It is recognized that appropriate cell phone use may contribute substantially to increased efficiency and a safer environment. When the District Superintendent determines that an employee's job duties require a cell phone, that employee will be provided with a BOCES- owned cell phone or the employee will be required to use his or her personal cell phone for work. Employees who are required to use a personal cell phone for work will receive a Board approved salary adjustment to defray their cost. A designated administrator maintains an inventory of BOCES assigned cell phones. Categories of approved usage include: Building Emergency Phones, Career & Technical Building Site Phones, Shared Phones and Assigned Phones.

Additionally, the following rules shall apply regarding the use of cell phones:

1. BOCES-owned cell phones may not be used by anyone other than BOCES employees.
2. BOCES assigned cell phones are for business purposes only.
3. No reimbursement (via claim form) will be provided to any employee for use of personal cell phones.
4. Phone bills for BOCES-owned cell phones will be audited periodically by a designated administrator to eliminate any unauthorized usage.
5. Approval of the District Superintendent is necessary prior to any additional cell phone acquisition.

Board Approved
1/18/06
3/19/08