

## **Administration**

### **CELLULAR TELEPHONES/DATA DEVICES**

**SR 2110.01**

**Purpose:** To enhance communication between the County Office and its clients.

**Timeline:**

The procedures below are set forth to govern the acquisition and use of County Office cellular telephones as well as the reimbursement to employees for the use of their personal cellular telephones for agency-related business.

#### ***County Office Provided Cellular Phone / Data Devices***

The County Superintendent of Schools has determined that the purchasing of cellular telephones will significantly enhance communication between the County Office and its clients - school districts, charter schools, community-service agencies serving children, and other institutions that rely upon the County Office for continual support and service. The business office has established a review and approval system for monthly charges.

Any cellular phone or data device provided by MCOE is the property of the County Office, and may be searched as permitted by law, with no expectation of privacy in the data stored therein.

Approved employees may be provided with MCOE cellular telephones and services. In general, the criteria for determining whether an employee qualifies for employer provided cell phone service is that the employee be in contact or safety contact with MCOE staff at all times.

#### ***General***

1. Cellular telephones that are purchased by MCOE and assigned to employees who hold positions requiring:
  - a. Frequent travel to perform work responsibilities
  - b. Supervision of students and staff in non-traditional environments
  - c. Immediate accessibility to staff at County Office sites and school districts
  - d. Greater communication for enhanced work effectiveness
  - e. The employee is assigned to job sites where wired telephones are not available to the employee
  - f. The employee serves in a position that has emergency response as a principal function

#### ***Assignments***

1. Assignments of cellular phones are made by Cabinet members. The appropriate Cabinet members review employee requests for cellular phones and determines whether or not an employee's job requires cellular service to perform official

MCOE business where such business cannot be accommodated by the use of a landline phone. Cabinet members are also responsible for determining the budgetary impact to their program.

2. Some departments maintain cellular phones which are available for check-out on as needed basis from department secretaries, who maintain a log-in and log-out system.

### ***Employee-Owned Cellular Telephones***

In certain circumstances, eligible County Office employees may be provided a stipend for use of his/her personally owned cellular phone or data device for county-related business. The allowance shall be based on the business requirements of the employee. The employee shall be entirely responsible for payments and monthly allowance for the use of his/her personally owned cellular phone or data device, the employee must document twice a year that the phone has been used for business related activities to qualify for the allowance, by supplying one month of a cell phone bill showing work related use. The stipend will be paid in January for July-December usage and in June for January - June usage.

### ***Safety/Equipment Use***

1. Cellular phones are provided by the County Office to conduct County Office business. This service is intended to provide a means of communication for employees to contact agencies, vendors, parents, other institutions and government officials. When using these services, employees are expected to always reflect a professional demeanor.
2. Employees are prohibited from using a cellular phone/data device while driving; however, employees in stationary vehicles or in vehicles where they are passengers may use a cellular phone/data device.
3. Reasonable precautions should be made to prevent equipment theft and vandalism.
4. Each department must keep an inventory of MCOE owned cellular equipment.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/02/2000

**Date Revised:** 03/02/2016