

## **Administration**

### **CELLULAR TELEPHONES/DATA DEVICES ALLOWANCE/USE SR 2110.02**

**Purpose:**

**Timeline:**

## **Business and Non-instructional Operations**

### **Employee-Owned Cellular Phone/Data Device Allowance Procedure/County Owned Use**

#### ***Eligibility of Cellular Phone or Data Device Allowance***

Eligible staff in approved job classifications or positions requiring a cellular phone/data device may, with supervisor approval, purchase their own equipment and select a plan from a provider of their choice. Eligible staff will be paid an allowance of \$50.00 per month for cellular phones with data plans. Employees may select phones with features and services of their choice, but the allowance amounts will not vary to cover any additional costs.

To initiate the allowance, a Cellular Phone or Data Device Allowance Request must be completed for each allowance-eligible employee and approved by the Division Associate Superintendent. The original shall be forwarded to Business Services for processing. A copy should be retained by the department for audit purposes.

#### ***Continued Eligibility for Allowance/Use of Phone***

The employee must retain an active cellular phone or data device contract as long as the employee is receiving the allowance. The employee's cellular phone/data device number must be provided to his or her department head and listed in the County Office directory. The cellular phone/data device shall be in the possession of the employee during work hours and the employee shall be readily available for work-related contact.

If business usage stops or significantly declines for a sustained period, the employee must notify his/her Division Associate Superintendent who will notify Business Services in writing, as soon as practical.

For business use, cell phones should not be selected as an alternative to land lines but are approved for use when landline phones are not available.

The Division Associate Superintendent shall be responsible for annual review of employee business-related cellular phone/data device use to determine if the allowance should be continued.

#### ***County Office-Purchased Cellular Phone/Data Device Procedure***

The County Office shall purchase and provide cellular/phone devices and /or two-way

radios to employees in required or pre-approved positions.

The Division Associate Superintendent shall determine which employee(s) need County Office-provided telecommunication equipment. Employees issued County Office cellular phones/data devices must sign the County Office Provided Cellular Telephone or Data Device Agreement prior to issuance. All changes, lost phones and terminations shall be reported to the County Office Admin/Business Services administrative assistant within 24 hours.

Limited personal use allowed on County Office owned cellular phones. Use your professional judgment on appropriate practices. Use of County Office-owned phone or data device in any manner that is contrary to local, state or federal laws, or any policy of the County Office, will constitute misuse and will result in the County Office revoking the employee's access to said devices and possible disciplinary action.

### ***Documentation and Review Requirements***

The Business Office shall distribute the cellular phone/data device bills to each department monthly. Departments shall audit bills monthly to review excessive minutes and personal use and text messaging. The Business Office shall maintain such audits for a period of three years.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 00/00/2012

**Date Revised:** 01/01/2016