

6250P: CELLULAR TELEPHONES

Establishment and Payment of Allowance

If the duties and responsibilities of a Camas School District employee include the requirement to remain in contact with the District while traveling, to be on call for emergency coverage, or a similar business need, then the employee may be eligible for an allowance to cover wireless communication service expenses. The allowance will be authorized by the individual's administrator and approved by the Superintendent. If approved, the approved allowance 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, job upgrades, etc.

A. Determination of Dollar Amount of Allowance

The dollar amount of the wireless communication allowance is calculated in order to cover the employee's projected business-related expenses. Determination of the dollar amount for the allowance is made and approved at the Cabinet level, but must be within the guidelines and dollar limits established under this policy.

The following standard allowances will be offered:

Stipend for phone only: \$25.00

Stipend for phone & data: \$50.00

Excluded from the allowance are data-only PDAs and data plans providing home Internet connectivity.

B. Use of Wireless Communication Service

The employee must retain an active service contract as long as a wireless communication allowance is in place. Because the equipment is owned personally by the employee, and the allowance provided is taxable income, the employee may use the equipment and wireless service for both business and personal purposes. The employee may add, at his or her own expense, extra services or equipment features, as desired.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance. Messages and records created during the course of telephone communication, email, text messages, and data services used to conduct school district business are deemed to be "public records." Consequently, to comply with state and federal laws, when an employee requests and is approved for a Wireless Communication Allowance Plan, the employee acknowledges that all records and messages created while conducting Camas School District business using the equipment and services purchased by the allowance, must be made available to the school district upon request of the Records Officer.

C. Documentation and Review Requirements

Each Administrator is responsible for an annual review of all wireless communication service allowances of all employees that they supervise in order to determine if the service should be continued, modified, or discontinued.

D. Exceptions

With the approval of a department or school Administrator and the Superintendent, wireless communication devices and services may be purchased for a department where

it would be impractical for the employees to receive an allowance, or due to security needs, or other operational considerations. Such an exception might include:

Phones owned by the District that are to be checked out by an employee for a specific purpose such as traveling to an overnight athletic competition with students. This phone would be used only for business purposes.

The employee would assume personal responsibility for the phone until checked back in to the department. The department is responsible to maintain adequate records for the checking in and out of phones. It is the employee's responsibility to pay for the cost of the phone should it be lost or stolen while in the employee's possession.

Where exceptions have been approved, employees provided with a wireless device while on duty will check in and out the device as needed and must document the business use of the device in accordance with the IRS substantiation rules. The required documentation for each business call would include:

1. Name of the individual called or received;
2. Individual's association with the school district; and
3. Business purpose of the call.

Records documenting the business and use of the equipment must be retained for inspection by Internal Audit, and the employee must audit the billing and provide information to the business office within 10 (ten) days of receiving the billing. The value of any personal use must be timely reimbursed by the employee. A form will be available to record all calls sent and received on the phone. This form must be returned with the phone and sent to the District office.

E. Implementation and Timing

The following principles will govern the conversion process:

- Employees will be required to convert their school district account to a personal account. They may choose their own carrier.
- Cell phones should operate independently from a computer. Camas School District does not have the equipment or software to support BlackBerry Smart phones. These phones will not sync with your desktop computer. The District does not operate a BlackBerry server and additional software will not be installed to support phones. To synchronize contracts and calendar appointments cell phones should synchronize with a Microsoft Exchange Server using a data plan.
- If you wish to retain the same telephone number (portability), you must arrange this through your carrier.
- If it is determined that an employee no longer needs a wireless service (e.g., the employee's duties have changed) or the employee does not want to retain his or her cell phone for personal reasons, the employee must return the device to the technology department.
- When an employee's current wireless device (i.e., the device purchased by the District prior to the conversion) is replaced, the employee will return the device to the technology department since this equipment is owned by the School District.
- The technology department will notify the District's current subscriber to cancel all accounts 30 (thirty) days after the policy is adopted by the Board and following notification to employees.

Payroll Processing

Once the payroll office receives the request to initiate an allowance from the Superintendent or designee, the allowance will be added to that individual's payroll check. Reminder: appropriate payroll taxes on the allowance amount will be withheld from the paycheck, and the amount of the allowance will be included on the individual's year-end W-2. Employees should talk to their personal tax accountants for any qualifying deductions they may be eligible for.

Annual Review

Cell phone allowances are subject to be renewed annually by the Superintendent.

Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, the Camas School District requires employees to comply with all applicable laws while driving.

Plan Subject to Change

The cell phone allowance policy is subject to change as both the technologies and requirements of the District change over time.

Adoption Date: February 28, 2011
Camas School District