

## CELL PHONE POLICY

### I. Issuance of Cell Phones

Certain officers and employees of the BOCES may be issued cellular phones or other personal communication devices, with or without voice communication capabilities (collectively referred to in this policy as "cell phones") in order to more effectively and efficiently carry out their job responsibilities. The issuance of cell phones shall be subject to prior approval of the Assistant Superintendent for Administration and District Services. The following considerations shall apply when determining whether a cell phone should be issued:

- A. Whether issuance of the cell phone will promote communication in emergency circumstances;
- B. Whether the employee is frequently in business-related travel status;
- C. Whether the employee's primary work location requires access to a cell phone;
- D. Whether there is a reasonable expectation for other members of the BOCES or its school districts to be able to contact the officer or employee at times other than regular business hours; and
- E. Whether other means of communication are available and less expensive to obtain and/or maintain.

### II. Cell Phone Usage

Cell phones issued by Questar III are issued primarily for purposes related to official business. Questar III retains the right to cancel cell phone service and recover issued cell phones at any time. When purchasing cell phone rate plans, the BOCES will consider the reasonable expectation for business use. It is recognized, however, that on occasion cell phones are used for personal business. In light of this each person issued a cell phone with a rate plan that provides a monthly allowance of minutes shall be required, as a condition for obtaining the cell phone, to agree to have \$20 per month or thirty-three percent (33%) of the base service rate (which shall include the base charge of all services under the service contract, such as communication minutes, text messaging capabilities, internet connections), whichever is greater, deducted from their net pay and to agree to reimburse Questar III for any charges incurred due to non-BOCES related calls over and above the rate plan's monthly allowance of minutes. Each person issued a cell phone with a rate plan that does not include a monthly allowance of minutes shall be required, as a condition of obtaining the cell phone, to agree to reimburse Questar III for any charges incurred due to calls not related to official Questar III business.

Questar III will not provide reimbursement to employees for business use of personal cell phones.

### III. Exceptions for Certain Emergency Cell Phones

Certain cell phones may be designated "emergency" use cell phones, including but not limited to cell phones assigned by Questar III to medical personnel. Any cell phone designated an emergency use phone shall be used solely for Questar III business and shall not be used for any personal purposes whatsoever. Employees assigned emergency use cell phones shall not be required to contribute to the cost of the phone, as set forth in section II., above, but shall otherwise be required to comply with this policy and any regulations and procedures adopted pursuant to it.

### IV. Monitoring Cell Phone Usage

The District Superintendent is authorized to establish such administrative regulations and procedures as may be necessary or desirable to carry out this policy. Such procedures shall include, without limitation, processes for monitoring cell phone usage to assure proper reimbursement of Questar III for personal calls. Cell phone issuance and usage shall be evaluated periodically in order to determine whether phones previously issued continue to be needed and whether the cell phone rate plans previously purchased continue to provide value.

### ADMINISTRATIVE REGULATIONS

1. Cell phones (defined to include personal communication devices, with or without voice communication capabilities) may be issued to Questar III employees only in accordance with the Board of Education's Cell Phone Policy. In order to have a cell phone issued or changes made to any existing service plan, including but not limited to changes in allowed communication time, internet access, or text messaging, the employee must complete a "Request for Cell Phone/Service Change Form" and obtain approval of the issuance of the phone by his or her supervisor and the Assistant Superintendent for Administrative and District Services.
2. Prior to issuance of a cell phone the employee must complete the "Cell Phone Agreement."
3. Cell phone usage will be monitored on a monthly basis. Copies of each monthly cell phone usage statement will be provided to the employee with a direction that personal calls over the cell phone rate plan's monthly allowance, or, if there is no monthly allowance, all personal calls, be identified and remaining calls be certified as business related. The employee is required to reimburse Questar III by check or money order within fifteen days of receipt of the statement.
4. Cell phone issuance and usage is subject to periodic review by the employee's supervisor and the administration.

**REQUEST FOR CELL PHONE/SERVICE CHANGE  
FORM**

*This form must be completed by the employee and approved by the employee's supervisor and the Assistant Superintendent for Administration and District Services before a cell phone may be issued, exchanged for another, or any change may be made to the service plan. Once approvals are obtained the employee must complete and submit the Cell Phone Agreement Form before the phone will be issued. In accordance with the Cell Phone Policy, the term "cell phone" includes all personal communication devices, with or without voice capability (e.g. cell phones, PDAs, Blackberries).*

Employee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Primary Work Location: \_\_\_\_\_

Please describe why this position requires that a cell phone be issued, exchanged or that the service plan be changed (it is recommended that the employee refer to the Board of Education Cell Phone Policy):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated amount of use (daily, occasionally, only in emergency situations, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Monthly Cost (to include the base service rate and cost of any additional features (e.g. text messaging, internet access): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Supervisor: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Supervisor to check here if this phone is to be designated an emergency phone in accordance with the Cell Phone Policy. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

Approved by Assistant Superintendent for Administration and District Services

\_\_\_\_\_ Date: \_\_\_\_\_

**CELL PHONE AGREEMENT**

**Name of Employee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Rate Plan for Usage:** \_\_\_\_\_

**Additional Features and Cost:** \_\_\_\_\_

I, \_\_\_\_\_, understand that I have been issued the above-  
(Name of Employee)  
referenced cell phone by Questar III pursuant to the Questar III Cell Phone Policy and, as required by this Policy, I AGREE to the following:

1. The cell phone issued by Questar III is property of Questar III and unless designated an emergency phone, is intended to be used primarily for business purposes; If designated an emergency phone the cell phone shall be used only and solely for Questar III business purposes;
2. I understand that the rate plan purchased for this cell phone includes the following monthly allowances and/or features: \_\_\_\_\_ Minutes; and \_\_\_\_\_ (Additional Features) and shall be deemed to include any allowances and/or features added in the future;
3. I agree to review my monthly usage bills for such cell phone and identify any and all charges that are not related to Questar III business and are over and above any monthly allowances, and certify to Questar III that the remaining calls or services used are related to Questar III business;
4. I agree to reimburse Questar III for all such charges not related to Questar III business within fifteen (15) days of receipt of the monthly charges for my review; and
5. I agree that if the monthly allowance is greater than 0 minutes, that Questar III may automatically deduct \_\_\_\_\_ dollars (\$20.00 or 33% of the base rate including any additional features, as defined by the Cell Phone Policy, whichever is greater) from my net pay each month during the time period I am issued this cell phone. I understand that if the service plan is changed and/or additional features are added in the future that the amount of such automatic deduction may change accordingly. *Exception: No deduction is made for designated emergency phones,*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_