

# Washington Unified School District

## Administrative Regulation

### Cellular Phone Reimbursement

AR 3513.1

#### Business and Noninstructional Operations

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

1. An ability to communicate frequently but access to a district landline is not readily available
2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property
3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite
4. The following district positions are approved for a district issued cell phone or for the employee to receive an allowance for the business use of her/her personally owned cell phone:

Assistant Superintendent  
Chief Business Official  
Director Alternative Education  
Director Educational Support  
Director Human Resources & Public Info  
Director Projects/Sp Ed/Assessment  
Director Grants/Charters/Adult Ed  
Director Administrative Services  
Director Financial Services  
Director MOT  
Director Technology Support  
Director Food Services  
Principal Secondary  
Principal Elem/Middle  
Director Curriculum/Student Achievement  
Learning Director  
Athletic Director-High School

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active. Employees who choose to use their personally owned cell phones may have their cell phone number published in district internal communications. The district approved allowance to be paid to an employee for the use of her/her personally owned cell phone for district business use shall be \$40.00. This amount shall be paid monthly through the district payroll system.

The Superintendent or designee shall develop a system for reviewing employees' use of district owned cell phones. Employees using district owned cell phones shall be responsible for any non-business use, misuse or overuse not attributable to district business. Employees choosing to receive an allowance shall be responsible for all fees and charges associated with the district business use of her/her personally owned cell phone.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract of the district owned cell phone shall be the responsibility of the district. Employees choosing to received an allowance shall be responsible for all fees and charges associated with the cancellation of his/her personally owned cell phone and shall receive 30-days notice prior to the end of the allowance payment.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 26

280F Limitation on depreciation for luxury automobiles, etc.

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

**Board Adopted: November 6, 2013**

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### Cellular Phone Reimbursement

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#### Business and Noninstructional Operations

Employee Name: \_\_\_\_\_

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

Monthly Stipend Amount: \_\_\_\_\_

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

#### Policy Summary:

When a district employee’s position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee’s use or an allowance to the employee for the business use of his/her personally owned cell phone. (AR 3513.1)

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee’s cell phone contract is active.

Employees who choose to use their personally owned cell phones may have their cell phone number published in a district internal communications. The district approved allowance to be paid to an employee for the use of his/her personally owned cell phone for district business use shall be \$40.00. This amount shall be paid monthly through the district payroll system. (AR 3513.1)

#### Agreement:

- Employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. Employee agrees that they are responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
- Employee agrees that they are responsible for the purchase, loss, damage, insurance, and /or replacement of phone equipment.
- Employee will promptly report to the District Office any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services.
- Employee agrees to carry the cell phone with them, keep it charged and in operational condition, and be accessible for business use of the cellular phone as required by their supervisor.

#### Employee Certification:

I certify that the stipend provided and reimbursements received will be used toward expenses I incur for cell phone service and equipment as described above, and I have read and understand Administrative Regulation 3513.1.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date