

Business

Employee Cellular Telephone Guidelines

1. All District wireless devices are subject to open records requests.
2. Each cellular telephone acquisition requires a written justification plus the approval of the requester's department head.
3. Electronic wireless devices will be assigned to individuals at the discretion of the Area Superintendents or Department Heads. If the circumstances which justified the acquisition change, the Area Superintendent and/or Department Head will be responsible for reporting the change to the Information Systems department.
4. Justifications may be reviewed periodically.
5. The cellular telephone services contract will be reviewed annually for value and performance. This review will coincide with the annual usage justification review. The contract will be made co-terminus for all units.
6. Each department requiring the need for a wireless communication device must have an established and approved budget for such expense.
7. An employee who has a District device needs to take care of the device and should report any issues to the department head.
8. Potential justifications:
 - a. Frequently out of the office for extended periods during the day with a need to remain in contact with the office.
 - b. Emergency communications capabilities.
 - c. Travel to areas without telephone service.
 - d. Savings achieved through time saved searching for a telephone.
9. It is expected that the wireless communication device is to be used for business purposes only. Occasional personal use may be unavoidable. If an employee chooses to use their District phone (device) for personal use, the employee will pay \$15.00 per month. In addition to the fixed charge, any charges that exceed the flat rate plan that are due to personal use must be

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reimbursed to the District (included but not limited to texting, out of network calls, etc.) on a monthly basis.

If the wireless communication device is on a per minute plan the individual must pay for all personal minutes used on a monthly basis.

The fixed cost payments will be made through payroll deduct.

Legal Reference: Wisconsin Statutes 120.12(1), 947.0125, 943.70

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