Washington County School District
121 West Tabernacle Street
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Administrative Letter A067

Cell Phone Guidelines

Administrative Letter #67 Cell Phone Guidelines - Updated 8/25/2005

CELL PHONE GUIDELINES

PERSONAL CELL PHONES:

- PHONES PURCHASED BY THE EMPLOYEE AND USED FOR PERSONAL AND DISTRICT BUSINESS

> Principals

>District Administrators

>Authorized District Staff

All Principals

Athletic Directors

Teachers on Special Assignment

Other special programs and emloyees

DEFINITION

- Cell phones are owned and maintained by the individual.
- An application for Reimbursement Form is filled out and approved by the supervisor/administrator. This form should be submitted to the Accounts Payable department each time a new phone is purchased. *(The Application for Reimbursement Form is available from the Accounts Payable Manager)*

- The form asks for a signature allowing the school district to publish the individual's cell phone number.
- The reimbursement equates to $40.00 per month but is paid in a quarterly sum of $120.00
- District reimbursement is a stipend to assist in the payment of that cell phone not to exceed $120.00
- If the cell phone invoice exceeds $120.00 then the individual is personally responsible for the balance due.
- Additional reimbursement should not be requested from other sources such as the elementary or secondary school budgets from the site where the individual works.

DISTRICT PURCHASED CELL PHONES

- PHONES PURCHASED BY THE SCHOOL DISTRICT AND USED ONLY FOR DISTRICT BUSINESS

>Head Custodians

>Maintenance

>Special Programs

>Grounds

>Transportation