



Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

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 employees

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

>Grounds

>Maintenance

>Transportation

>Special Programs