

WHITE RIVER SCHOOL DISTRICT #416  
ADMINISTRATIVE PROCEDURE

No. 6250P

Some employees may qualify to be paid a cell phone reimbursement to cover the business use of their personal cell phone. The Superintendent or his/her designee shall determine which positions in the district require the use of a cell phone. The reimbursement will be added to the employee's compensation and will be paid in each of the established pay periods. In order to receive a reimbursement, the employee agrees that his/her personal cell phone number will be accessible to district personnel and may be published as necessary.

Employees that have been approved to receive a reimbursement will be required to sign a White River School District annual cell phone allowance authorization and turn it in to the business office by August 1 of each year to begin in September.

On occasion, it may be determined that an employee's communication needs cannot be met by the use of a personal cell phone. In these rare occasions the district shall provide a district paid cell phone to be used only for business related calls. District cell phone bills will be reviewed for appropriateness. Employee's that have been issued a district paid cell phone will be expected to carry a personal phone for all personal calls.

The purchase of cellular telephones for district purposes will be handled through the technology department and are subject to approval by the Superintendent or his/her designee. The district will attempt to standardize equipment and will follow current state mandated school district purchasing practices.

Cell phone use is prohibited while operating school district vehicles.