

CELLULAR PHONE POLICY

The Ephrata School District (ESD) Board of Directors (Board) recognizes that cell phone use by authorized ESD employees is a necessary tool in performing the functions of their jobs.

In recognition of that need the ESD Board authorizes and directs the Superintendent to develop an administrative procedure to include, but not limited to, the following;

1. Provision of a monthly cell phone stipend to compensate for business-related costs incurred by employees authorized to use individually-owned cell phones to conduct ESD business;
2. Parameters for ESD Administrators & Supervisors to identify employee positions that qualify for the monthly cell phone stipend;
3. A system of reporting employees who receive the cell phone stipend to confirm that such employee's responsibilities require the continued provision of a monthly cell phone stipend; and
4. An annual review during the budget process by the Superintendent of employees authorized to receive cell phone stipends.

The Ephrata School District will not purchase and own cell phones for the use of individual employees except in limited situations authorized by the Superintendent.

CELL PHONE STIPEND PROCEDURES

A monthly cell phone stipend will be authorized for staff whose job description requires them to have a cell phone to meet their job responsibilities.

The following guidelines will be used to determine the approval of a cell phone stipend.

1. Employee is an Administrator.
2. Employee's supervises staff.
3. Administrator/Supervisor has determined the need for employee to have a cell phone to perform the duties of their job and said requirement is included in their job description.
4. The Business Manager will initiate a Payroll Authorization Form or submit a list approved & signed by the Superintendent listing the employee's name, job title, stipend amount and effective date of stipend.
5. Stipend Amounts:
 - a) \$25.00 a month
 - b) \$50.00 a month
 - c) \$75.00 a month
 - d) \$100.00 a month
6. The Business Manager will maintain a current list of employee authorized to receive a cell phone stipend; this list will include the employee's current job title, the name and job title of the individual authorizing the stipend, and the amount of the stipend.
7. The cell phone stipend list will be reviewed by the Superintendent annually during the budget process.