

THE RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

6845

CELLULAR TELEPHONES

It is in the District's interest for certain essential employees to carry a District cellular telephone to fulfill their job responsibilities both during and beyond regular business hours. These individuals will therefore be available by phone within a reasonable time to address normal business and emergencies.

To this end, the District may require such employees to carry cellular telephones and shall provide them with the same in lieu of a personal cell phone. Job titles requiring cellular telephones shall be listed in Regulations, and additions or deletions reported to the Board each year.

The District shall obtain cell phone service consistent with its normal procurement procedures, including consideration of appropriate service at competitive cost. The Assistant Superintendent for Business or his/her designee shall determine the level of service contract for each employee.

The Business Office shall monitor individual cell phone usage to determine that it is consistent with this policy and not unreasonable. If an employee uses a District cell phone for other than business purposes and that usage generates a cost to the District that the District would not otherwise incur, the Business Office shall notify the employee and reimbursement shall be required. Individuals authorized to use District cellular telephones shall agree in writing to accept financial responsibility for inappropriate or unreasonable usage.

At least once per year, the Business Office shall evaluate the effectiveness of cellular telephone services.

Reference: 6710-R Cellular Telephones Regulation

Adoption Date: May 2, 2006