

Williamson County Board of Education

**Adopted Date:**

2/16/04
Rev. 9/20/10
Editorial 5/27/14

3.3001

EMPLOYEE ISSUED CELL PHONES

1 Cellular phones shall be provided to a limited number of employees when essential to the operation
2 of the school system. The intended use is for business purposes. The assignment of cellular
3 phones shall be approved by the Superintendent of Schools or his/her designee. The Board shall
4 be financially responsible for the customary minimum monthly bills for such cellular phones.
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7 The Board shall reimburse certain employees for the work-related use of personal cellular phones,
8 if approved by the Superintendent of Schools or his/her designee. The reimbursement amount shall
9 be established by the Superintendent of Schools. Reimbursement will be made quarterly based on
10 presentation of cell phone billings.
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12 The Superintendent of Schools or his/her designee shall develop procedures for assignment and
13 use of phones, and for billing disputes and lost or damaged cellular phones. The procedures will
14 be available in the Procedures Manual or from the Purchasing Department for any employee
15 authorized to receive a cellular phone.
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17 The Budget/Finance Department will be responsible for monitoring and administering the WCS Cell
18 Phone Program. Each cell phone user will execute a simple agreement outlining these terms and
19 conditions.
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42 Refer to Procedures
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