

Employee Cell Phone Cash Allowances

Section 1. General. The School Corporation recognizes that certain District employees can more efficiently perform their job responsibilities and/or ensure student health and safety through the use of cell phones. This policy is intended to promote accountability and control costs related to the use of cell phones for District business.

Section 2. District-Provided Cell Phone Service Plans. Beginning July 1, 2009, the School Corporation will no longer provide paid cell phone service plans to individual employees unless required by that employee's individual employment contract.

Section 3. Cell Phone Allowance Eligibility. Beginning July 1, 2009, the School Corporation will provide a cash allowance to a District employee if a cell phone is deemed to be appropriate for that employee's position as determined by the Superintendent or the Superintendent's designee.

Section 4. Cell Phone Allowance Amount. The allowance amount will be reviewed and set by the Superintendent annually.

Section 5. Payment of Allowance. The allowance will be paid through the School Corporation payroll system and will be paid on a biweekly basis.

Section 6. Additional Requirements. To receive a cell phone stipend, the eligible employee must sign a "Cell Phone Allowance Agreement." In addition, eligible employees who receive the cell phone allowance are required to provide their cell phone number to the District's Technology Department and must agree to have the number published in school literature as appropriate.

Section 7. Responsibility for Fees and Charges. All charges and fees for the selected cell phone plan are the responsibility of the participating eligible employee.

Section 8. Service Termination Notification. If the participating employee discontinues cell phone service, the employee must notify the Chief Financial Officer.

Section 9. Continued Possession of District-Purchased Cell Phone. A participating employee previously provided a School Corporation-purchased cell phone may continue to use the cell phone under this program. However, the cell phone shall remain the property of the District and must be returned to the

School Corporation should the employee no longer participate in this program for any reason.

Section 10. Partial Reimbursement of Cancellation Cost. If an employee leaves the District or the employee's duties change making the employee no longer eligible for a cell phone allowance under this program, the District will pay the school use portion of any cancellation cost.