

Series 2000 – Finance and Facility

Management Section 2200 –

Internal Operations

Policy 2212- Board Issued Cellular
Devices & Cellular Device Stipends

The purpose of this policy is to define the use of Harrison County Board of Education issued cellular devices and cellular device stipends. All applicable Internal Revenue Service regulations shall be adhered.

- 2212.1 The Superintendent shall determine which employees are eligible to receive board of education issued cellular devices or a cellular device stipend. The following considerations may apply when determining whether a cellular device should be issued or a stipend paid: issuance of cellular device will promote communication in emergency circumstances, employee has frequent business-related travel, the employee's primary work location requires access to a cellular device, and/or there is a reasonable expectation for the Superintendent or other school officials/employees to be able to contact the employee at times other than regular business hours.
- 2212.2 Use of a board issued cellular device or payment of a cellular device stipend is a privilege that may be revoked at any time for inappropriate conduct. The following actions may warrant the termination of a board owned cellular device or cellular device stipend: budgetary issues that make the phones/stipends unaffordable; the use of the board issued cellular device or device acquired under the cellular device stipend to violate or in violation of Board policy or any government law, regulation, or illegal activity; use of the board issued device or device acquired under the cellular device stipend to harass and/or annoy others; use of board issued device to operate a personal business; use of a service that requires a fee (such as 900 numbers) on a board owned device; damage to hardware over and above the normal wear and tear to a board owned device; excessive personal use during working hours; and/or the user's resignation or transfer to a different position that does not warrant issuance of a Board issued cellular phone or cellular device stipend.
- 2212.3 It is the employee's duty to exercise reasonable judgment to safeguard the board issued cellular phone against loss, damage, theft, or use by other people. Employees are responsible for the replacement cost of lost or damaged cell phones provided the damage was not a direct result of work. The Harrison County Board of Education assumes no liability for loss or damage to an employee's personal cellular phone carried in Board vehicles or left on Board property.

2212.4 All users must abide by state and municipal laws regarding the use of cellular devices while driving. It is the policy of the Board to provide a safe and healthful work environment for its employees, and, to the extent reasonably possible, to prevent injury to third-parties while employees are performing their work activities. From time to time, employees may be authorized and required to operate a licensed motor vehicle in order to perform their work activities. If in such case there is an emergency and it is necessary to use a cellular telephone while driving a motor vehicle, the employee must make every effort to pull over, off of the public or privately owned road, to a location where the vehicle does not create a hazard to the employee or to a third party and bring the vehicle to a complete stop. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

2212.4.1 Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

2212.5 Employees with a board issued cellular device may utilize the device for both business and personal use. Applicable IRS laws will be administered and a small fee (\$25) will be deducted from the employee's pay per month for such personal use.

2212.6 Employees selected to receive a cellular stipend for the business use of their cellular device will receive a nominal non-taxable stipend of \$40 per month.