

BAKERSFIELD CITY SCHOOL DISTRICT

CELLULAR PHONE POLICY AND PROCEDURES

The following procedure has been developed in accordance with Board Policy 700.17, Cellular Phone Reimbursement. This procedure applies to employees who have an authorized business need for a cellular phone and do not want to have a separate District owned business phone.

Need For Cell Phones

At the Superintendent's discretion and recognition of both safety and the maintenance of critical business operations, BCSD requires some employees to possess a cellular phone. These employees have work assignments or duties that require:

1. An ability to communicate frequently but access to District landline is not readily available.
2. An ability to communicate immediately to ensure the safety of District staff and students or the security of District property.
3. An ability to be accessible due to frequent travel or work outside the office.

Eligibility for Reimbursement

1. An employee who has an authorized need for cellular phone services, may, at the discretion of their site administrator, be reimbursed for their personal cellular service as follows:
 - \$80.00 per month maximum for smartphone service (includes data)
2. Any additional features are at the expense of the employee and upgrades or damages to the employee's phone are not reimbursable.
3. Employees who elect to keep their District issued cell phone are not eligible for the reimbursement of business use of their personal cellular service.
4. Reimbursement of personal cellular or smart phone services will be reviewed annually.
5. Employees authorized for this reimbursement will receive this reimbursement monthly through payroll. Reimbursement is considered non-taxable consistent with the most recent Internal Revenue Service regulations regarding Employer-provided cellular phones. The taxability of this reimbursement is subject to change in accordance with subsequent Internal Revenue Service rulings.
6. Reimbursements will be in effect for no longer than one fiscal year. Reimbursements are effective with the next pay period. No retroactive reimbursements are permitted. All employees authorized for personal cellular reimbursement must obtain a new authorization each fiscal year. Reimbursements will continue until the end of that fiscal year or the employee terminates employment with the District. If an employee transfers to a new department a new authorization form will be required.

BAKERSFIELD CITY SCHOOL DISTRICT

CELLULAR PHONE POLICY AND PROCEDURES

Procedures for Requesting Reimbursement

1. Submit the Payroll Reimbursement Form for Use of Personal Cellular Telephones or Smart Phones along with a copy of your most recent personal cell phone bill verifying proof a cellular plan. If you currently have a District paid cellular phone, that phone must be returned to the Purchasing Department and the phone number must be cancelled in order to qualify for this reimbursement.
2. The signature of the employee's site administrator is required on the form.
3. The Purchasing Department will review the documents for proper authorization and then terminate the district issued cellular phone number and plan. The form will then be forwarded to Payroll for processing in the next pay period. All requests must be received in Purchasing by the 10th of the month to ensure payment in that month.
4. In May of each fiscal year, site administrators will need to reauthorize reimbursements for the new fiscal year. The site administrator will determine whether a business related need still exists requiring the reimbursement be continued.
5. Each recipient of a cell phone reimbursement must notify Purchasing of his/her cellular phone number and must continue to maintain the cellular phone while in receipt of the reimbursement stipend. It is the employee's responsibility to notify Purchasing of cancellation of their personal plan.
6. An employee who transfers to a new department that is under the direction of a different site administrator, is required to have their cellular phone reimbursement reauthorized by the new site administrator they report to by following the procedures provided above.
7. The cellular phone contract will be between the carrier vendor and the employee. The employee will be solely responsible for all payments to the service provider. Only one cellular phone reimbursement will be provided per employee. The allowance will be terminated upon employee separation and will coincide with the effective date of the separation.

BCSD will not reimburse for phone call expenses for usage by employees who do not have a district owned cellular phone or who do not receive a reimbursement stipend, unless authorized by the Superintendent or Superintendent's designee.

BAKERSFIELD CITY SCHOOL DISTRICT

Payroll Reimbursement Form
Personal Cellular Device

I am requesting a payroll reimbursement from the Bakersfield City School District for the use of personal cellular device for district business. I understand that this reimbursement will be a stipend included in my monthly payroll warrant. It is my responsibility to notify the Department of Stores and Purchasing, by the 10th of the month, to initiate a stipend or discontinue the stipend in the event I decide to no longer use my personal cellular device for district business. Additionally, I agree to comply with all state and federal laws regarding cellular device usage including the hands-free devices requirement for telephone usage while driving an automobile, effective July 1, 2011.

Instructions:

- 1) Complete the information requested below for the employee requesting cellular phone reimbursement for a personal cellular phone being utilized for business purposes in lieu of a District issued phone and service plan.
2) Attach a copy your most recent cell phone bill as proof a cell phone plan. NOTE: Reimbursements are effective in the month they are received by payroll. No retroactive payments are permitted.
3) Reimbursement is effective for the current fiscal year only.
4) Return the District issued cellular device to Department of Stores and Purchasing

Name: Employee ID or SS#:

Title: Department:

Check One Below:

Input box for \$80.00 Smart Phone Stipend

\$80.00 Smart Phone Stipend

Input box for Terminate Stipend

Terminate Stipend

SUBMIT TO PURCHASING BY THE 10TH OF THE MONTH TO BE EFFECTIVE IN THAT MONTH

Personal Cellular Phone Number (Including Area Code): REQUIRED

District Cellular Phone Number to be terminated: REQUIRED

Active Wireless Service Contract attached Yes No REQUIRED

District Cell Phone Returned? Yes No REQUIRED

Employee Signature: Date:

Department Head Approval: Date:

Administrative Approval: Date:

For Payroll Use Only
Pay Period Started
Pay Period Stopped
Processed By:

SUBMIT TO
DEPARTMENT OF STORES AND PURCHASING