

**SUBJECT: DISTRICT CELL PHONE USE**

In lieu of providing a District-owned cell phone, essential employees whose job description requires them to have a cellular phone for business use, may be required to acquire their own personal cell phone and in return, be paid a monthly stipend.

- a) In providing this stipend, the employee agrees to:
1. Provide the cell phone number to all staff or others deemed necessary individuals as determined by the Superintendent; and
  2. Have the phone available for incoming calls during business hours and other hours as deemed necessary as part of their job description.