

**CENTER MORICHES UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY**

**WIRELESS PHONE USAGE**

It is recognized that specific District employees will be required to carry wireless telephones to meet their job responsibilities. Job titles requiring wireless telephones shall be listed in Regulation and reported to the Board of Education each year, along with a report of usage and cost, at the District's Re-organizational Meeting in July.

The District shall establish the level of service contract for each specific employee, with the contract for same subject to review and approval by the Board of Education. In the event an employee uses a wireless phone for other than business purposes, he/she shall reimburse the District for such non-business calls pursuant to the Regulation attached hereto. Individuals authorized to use District wireless telephones shall agree in writing to accept financial responsibility for any non District-related usage by that individual.

At least once per year, the Business Office shall evaluate the effectiveness of the wireless telephone plan.

**WIRELESS TELEPHONES REGULATIONS**

The following positions are authorized for District-owned wireless telephones:

- ❖ Superintendent
- ❖ Superintendent's Secretary/District Office Receptionist
- ❖ Director of Special Education
- ❖ District Business Administrator
- ❖ Custodial Supervisor & 4 Custodians (5)
- ❖ Facilities Maintenance Supervisor and 2 Maintenance (3)
- ❖ Grounds Supervisor and 2 Grounds Workers (3)
- ❖ Security Supervisor/Elementary and Night Security (3)
- ❖ Principals
- ❖ Assistant Principals
- ❖ Athletic Director/Trainer/Office/Floating Coach (4)
- ❖ Champ Program Director
- ❖ Curriculum Specialist
- ❖ Parent Child Home Program
- ❖ Elementary Incident
- ❖ MS Incident
- ❖ HS Incident
- ❖ Admin Incident

1. District wireless telephones are provided for business purposes.
2. In the event that an employee uses a wireless telephone for other than business purposes, he/she will reimburse the District for such non-business calls as follows:
  - o Calls made within the plan level of service contract shall be reimbursed to the District at a rate of 14 cents per minute
  - o Calls made above the plan level of service contract shall be reimbursed as per the actual cost on the bill.
3. Reimbursement will occur within fifteen (15) school days of notice.

There are exceptional positions that require an employee to be on call 24/7 (Superintendent of Schools), and it is impractical to separate business from personal time and, therefore, that one position, Superintendent of Schools, is exempt from reimbursement overcharges effective July 1, 2007.

Adopted: 12/15/10