

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

CELLULAR TELEPHONE POLICY

1 PHILOSOPHY

- 1.1 Technology has afforded the opportunity to enhance communication and offer versatility in how the mission of USDB is accomplished. USDB is committed to the efficient use of State resources. As a general rule, the use of state-owned property is restricted to the official business of USDB. Cellular telephones can be used where it can be shown that they will improve employee efficiency, enable employees to respond more quickly to business matters, emergencies and/or provide for the safety of state employees and/or the general public. State owned cellular telephones are to be used and justified based on official state business, and not given as an employee “perk.” Employees should use them for state business when it is the most cost effective or efficient means of communication. Personal use of state-owned cellular telephones shall be limited to incidental and/or emergency use. The employee shall reimburse USDB for any personal use of state-owned cellular telephones.

2 PURPOSE

- 2.1 This policy is to establish criteria which must be met in order to receive a cellular telephone and to provide specific responsibilities of USDB and the employee when a cellular telephone is issued.

3 DEFINITIONS

- 3.1 Cellular Telephone Coordinator is the assigned single point of contact and account manager for all USDB issued cellular telephones. All requests and changes will be handled through the coordinator.
- 3.2 State Business is assigned tasks and responsibilities of a state employee in carrying out state purposes.
- 3.3 Cellular telephone account is the account maintained by the provider.
- 3.4 Out of office is determined by state business that requires the employee to be regularly away from an office for more than four (4) hours at a time.
- 3.5 Accessories are items or enhancements to the basic service.
- 3.6 Personal use – Any use that is not required to accomplish State business.

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- 3.7 State-owned property – All property procured, leased, or rented by, or donated or otherwise conveyed to, the State of Utah or the State's agencies in any manner to be used by the State to conduct the State's business.

4 ACQUISITION OF CELLULAR TELEPHONES

- 4.1 Where a USDB director determines that it will be appropriate to use a cellular telephone for conducting USDB business, the director will submit a written request for a cellular telephone to the superintendent. A cellular telephone acquisition must be supported by the following:
- 4.1.1 A statement justifying the work-related need for the cellular telephones.
 - 4.1.2 A statement justifying the initial acquisition and on-going costs, including:
 - 4.1.2.1 Make and model of phone requested,
 - 4.1.2.2 Calling plan desired,
 - 4.1.2.3 Required prefix for location of service,
 - 4.1.2.4 Users name and ship to address,
 - 4.1.2.5 Necessary accessories,
 - 4.1.2.6 Proposed funding source.
 - 4.1.3 Approval by the division director for the acquisition.
- 4.2 State procurement rules and procedures must be followed in the purchase of cellular telephones, accessories, service plans and other related items or services.
- 4.2.1 All requests for cellular telephones, all documents supporting an acquisition, and the Employee Cellular Telephone Agreement shall be maintained in the files of the cellular telephones coordinator. At least annually the division director shall review assignment of cellular telephones and appropriateness of calling plans. Where appropriate cellular telephones should be taken back or modifications to calling plans made.

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- 4.2.2 Each Division director shall maintain a list of authorized cellular telephone users and provide updated information to the coordinator. Only employees or position assignments that have been approved by the superintendent shall be issued a cellular telephone.
- 4.2.3 When circumstances do not justify acquisition of a cellular telephone for exclusive use by one employee, the division director shall consider the option of allowing employees to share a cellular telephone. All cellular telephones intended to be shared among employees in a division shall be registered in the name of the director. The director shall maintain a log system for all cellular telephones available for use by more than one employee. Each time an employee uses a shared cellular telephone, the employee shall report usage on the "Shared Cellular Telephone Log Sheet."
 - 4.2.3.1 Cellular telephones will be secured during non-school hours.
- 4.2.4 The employee must maintain all packing materials and box the cellular telephone is shipped with.

5 USE OF PERSONAL CELLULAR TELEPHONES FOR BUSINESS USE

- 5.1 Employees must receive written authorization from their director to use a personally owned cellular phone for official USDB business on an ongoing basis. However, the decision to use a personally owned cellular telephone for State business is at the employees' discretion: management may not require such use. Those who elect, and have written approval, to use their own cellular telephone for State business, will only be reimbursed for documented USDB work-related cellular telephone calls as outlined below. The cost of replacement batteries, upgrades, accessories, replacement parts or equipment shall not be reimbursed. Management reserves the right to restrict usage based on budgetary or other considerations. Employees who are authorized to use, and who use a personal cellular telephone for official USDB business, may be reimbursed the lower of:
 - 5.1.1 The USDB rate of 12 cents per minute, plus applicable roaming and long distance charges, if any; or
 - 5.1.2 The actual cost of the official USDB business cellular telephone calls itemized on the billing statement. When the actual cost of

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each call is not itemized on the billing statement, actual cost may be determined as follows: Divide the total cost of the cellular telephone bill by the total minutes used to determine the average cost per minute. Then multiply the average cost per minute by the total minutes used for official USDB business to arrive at the reimbursable amount. For example, assume the monthly bill is for \$50.00, a total of 500 minutes were used, and the employee has made official USDB business calls totaling 10 minutes. The employee would calculate the actual cost per minute by dividing the \$50.00 billed by the 500 minutes used. The result would be a reimbursable rate of \$.10 per minute.

5.1.3 The reimbursable amount would then be calculated by multiplying the \$.10 (cost per minute) by the 10 minutes of business use. The result is \$1.00, which should be reimbursed to the employee in addition to any applicable roaming and long distance charges.

5.2 The employee's request for reimbursement must include a signed copy of the billing statement from the cellular service provider with the reimbursable work calls highlighted.

6 USE OF STATE-OWNED CELLULAR TELEPHONES FOR PERSONAL CALLS

6.1 The primary use of state-owned cellular telephones is for official USDB business. Personal use of all state-owned cellular telephones [for both incoming and outgoing calls] shall be limited to infrequent, incidental and/or emergency use. USDB employees shall make a reasonable attempt to use land telephone lines for necessary personal telephone calls.

6.2 Employee reimbursements for personal cellular telephone calls are due on a monthly basis. The division director shall be responsible for monitoring compliance with this policy. Employees who use a state-owned cellular telephone for personal use will reimburse USDB:

6.2.1 The actual cost of the personal cellular telephone calls itemized on the billing statement. When the actual cost of each call is not itemized on the billing statement, actual cost may be determined as follows: Divide the total cost of the cellular telephone bill by the total minutes used to determine the average cost per minute. Then multiply the average cost per minute by the total minutes used for personal use to arrive at the reimbursable amount. For example, assume the monthly bill is for \$50.00, a total of 500 minutes were

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used, and the employee has made personal calls totaling 10 minutes. The employee would calculate the actual cost per minute by dividing the \$50.00 billed by the 500 minutes used. The result would be a reimbursable rate of \$.10 per minute.

6.2.2 The reimbursable amount would then be calculated by multiplying the \$.10 (cost per minute) by the 10 minutes of personal use. The result is \$1.00, which should be reimbursed to USDB in addition to any applicable roaming and long distance charges.

7 EMPLOYEE RESPONSIBILITY FOR CARE OF STATE-OWNED CELLULAR TELEPHONES

7.1 Each employee issued a state-owned cellular telephone is responsible for its reasonable care. In the event of loss or damage to the cellular telephone, the employee shall be held personally responsible for replacement or repair of the cellular telephone unless the employee can demonstrate that reasonable care to protect and safeguard the cellular telephone was exercised. If the division director determines that the employee has exercised reasonable care, the division shall bear the cost of replacement or repair.

8 CELLULAR TELEPHONE CONTROL PROCEDURES

8.1 The coordinator shall ensure that each approved cellular telephone user signs an "Employee Cellular Telephone Agreement" [see accompanying attachment]. The coordinator shall maintain a file of all signed agreements for USDB.

8.2 The coordinator shall prepare and maintain a list of all approved cellular telephone users in USDB. The list shall include, at a minimum, the approved user's name and work location, the cellular telephone number, and the telephone's serial number or other identification number. When the Business Office receives the monthly billing statements from the cellular service providers, the coordinator shall provide the list of approved users. With the help of the users, the Business Office will promptly resolve any billing discrepancies with the cellular service provider.

8.3 The Business Office shall distribute the billing statements monthly within three days of receipt to cellular telephone users and notify division directors that statements have been distributed. The cellular telephone user shall sign each monthly billing statement, make appropriate

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reimbursement, and return the billing statement to the Business Office within ten days of receipt.

- 8.4 Each cellular telephone user shall highlight any personal cellular telephone calls [both incoming and outgoing] on the monthly billing statement.
- 8.5 Oversight responsibility for compliance with USDB cellular telephone policies rests with the division director. This responsibility includes monitoring cellular telephone usage by reviewing the monthly billing statements on a regular basis. On an annual basis, the division director shall review the list of authorized cellular telephone users and recertify the employees or positions authorized to use cellular telephones. Any concerns involving cellular telephone usage, including excessive, questionable or non-reimbursed personal use, should be resolved at the division level. In addition, a division director shall ensure that all employees in the director's division read and understand this policy.

9 CELLULAR TELEPHONE PLANS, EQUIPMENT, AND ACCESSORIES

- 9.1 The division director, in consultation with the coordinator, shall be responsible for determining the appropriate type of equipment and level of services. In all cases, employees shall reimburse USDB for the cost of any personal equipment or personal service use.
- 9.2 Equipment replacement, in consultation with the coordinator, will be determined by the division director and processed by the coordinator. Old equipment must be returned to the coordinator.
- 9.3 Calling plan changes will be determined by the division director and processed by the coordinator.
- 9.4 All changes must be processed through the coordinator. This includes the following:
 - 9.4.1 Transfer of cellular phones & equipment,
 - 9.4.2 Cancellation of service,
 - 9.4.3 Exchange of cell phones.

10 RETURN OF EQUIPMENT

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- 10.1 The employee is responsible to return all equipment and accessories used upon request by USDB or upon termination.

Title: CELLULAR TELEPHONE POLICY	
Authority: Superintendent Institutional Council	Effective Date: 04.01.06 Revision Date: 04.01.06

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

UTAH SCHOOLS FOR THE DEAF AND THE BLIND EMPLOYEE CELLULAR TELEPHONE AGREEMENT

As a user of a state-owned cellular telephone, I agree to the following conditions.

1. The cellular telephone shall be used for official USDB business. Personal use, if any, shall be limited to infrequent, incidental and/or emergency use. I agree to reimburse USDB for any personal use [incoming and/or outgoing personal cellular telephone calls] by submitting the highlighted billing statement along with the appropriate reimbursement amount to the cellular telephone coordinator on a monthly basis and within 10 days of statement receipt.
2. I understand that I am responsible for the appropriate use and safekeeping of the cellular telephone. In the event of loss or damage to the cellular telephone, I am personally responsible for the cost of replacement or repair unless I can demonstrate that I have exercised reasonable care to protect the cellular telephone.
3. If more than one employee shares the use of the cellular telephone, I agree to use the checkout system each time I take the cellular telephone for use.
4. I have read and I understand the USDB Cellular Telephone Policy, and I agree to the terms and conditions outlined in the policy.

I certify that the following cellular telephone information is correct:

Cellular telephone user: _____

Division: _____

Cellular telephone number: _____

Cellular telephone serial number [or other identifying number]: _____

Signature of Cellular Telephone User

Date

Signature of Division Director

Date

Signature of Superintendent

Date