

# MODESTO CITY SCHOOLS

## Administrative Regulation

AR 3513.1

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### Cellular Phone Reimbursement

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide a cell phone for the employee's use. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

1. An ability to communicate frequently but access to a 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. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

Any employee who is not provided ~~an allowance or~~ a district-owned cell phone may be reimbursed for the actual expenses of business-related calls made on his/her personally owned cell phone, in accordance with the district's expense reimbursement procedures.

---

**REVIEWED: December 15, 2003**

**REVISED: August 26, 2023**