Telephones

It is the responsibility of the Business Manager or designee to arrange for all telephone service for each District building.

Use

All telephones, with the exception of District-provided mobile telephones, are placed in District buildings for District business purposes. These telephones will receive all incoming calls, including interoffice communication. All outgoing calls for which there is a toll charge shall be of a business or professional nature, related to the work of the District. Outgoing personal calls may be made over District telephones in the event of an emergency and on a limited incidental basis provided such calls do not interfere with employees' work responsibilities or otherwise disrupt normal District operations.

District-provided mobile telephones may be provided to designated District employees when necessary for the employee to perform their work-related duties. Individuals who are provided with a District-provided mobile telephone may use it for personal reasons in the event of an emergency or on a limited incidental basis, so long as such use does not interfere with the employee's performance of their job responsibilities or disrupt normal District operations. The Superintendent or designee shall determine which job classifications or individuals are assigned mobile phones.

Individuals who are issued a District-provided mobile telephone will be required to complete a Mobile Telephone Usage Agreement when assigned their mobile telephone, which outlines the terms governing use of the device. The Superintendent may restrict or revoke an employee's assignment of a District-issued mobile telephone in the event of misuse of the device and may assess a personal usage charge equal to $2.00 per minute for personal use beyond use on an emergency or limited incidental basis, as permitted by this Administrative Regulation.