

Obion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 11/03/03
		Rescinds:	Issued:

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
2 the school system. Whenever possible, other methods of more economical, immediate communication shall
3 be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be approved
4 by the director of schools/designee. The Board shall be financially responsible for the customary minimum
5 monthly bills for pre-approved cellular phones.
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7 Cellular phones provided to employees are for official school board business only and shall not be used
8 for personal purposes. If the monthly bill reflects charges greater than the customary minimum monthly
9 bill, the excess portion shall become the responsibility of the employee to whom the cellular phone has
10 been issued. If the employee wishes to dispute the portion of the monthly bill for which s/he is responsible,
11 the employee may request and become financially responsible for obtaining a listing for phone use during
12 the disputed period of time.
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14 The director of schools/designee shall develop procedures for assignment and use of phones, billing disputes
15 and lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular
16 phone.
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