

VENTURA COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE

REGULATION NO. 3513.11

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

**REVISED: 03/05/08
01/22/19**

SUBJECT: Cellular Telephones

When an employee's position requires frequent use of a cell phone, the County Superintendent may provide either a cell phone for the employee's use or a stipend to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. 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 landline is not readily available
2. An ability to communicate immediately to ensure the safety of staff and students or the security of VCOE property
3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

When an employee is paid a stipend for the use of his/her personally owned cell phone for VCOE business, the County Superintendent or designee shall, from time to time, verify that the employee's cell phone service is active.

The County Superintendent or designee shall develop a system for reviewing employees' use of VCOE provided 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 VCOE business.

If the County 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 employee and not VCOE.

The stipend amount for those positions determined eligible for a cell phone stipend will be \$50.00 per month. The budgeting and cost of the stipend is the responsibility of the individual department to which the employee / position is assigned. The account code of the cell phone stipend will follow the normal salary budget line of the position.

VCOE EMERGENCY PHONES

For purposes of communication in emergency situations, each school site and administrative facility shall have a single cellular phone kept fully charged in the main office or other appropriate location specifically for emergency communication purposes. This phone shall not be used for personal calls and only used for business purposes in the event of power failure or other emergency. When this usage occurs, an itemized log of all calls shall be kept which clearly identifies the number called, time and duration of the call, the person or agency contacted and the purpose of the call.