

4270 Classified Personnel Use of Cellular Telephones

The purposes of using cellular telephones in the workplace are school safety and efficient communication.

Classified employees may be assigned cellular telephones for purposes of communication with supervisors and other employees. District cellular telephones are to be used for work-related purposes only. Employees' use of assigned District telephones will be monitored to ensure compliance with this policy.

Cellular telephones may also be used by classified employees as an emergency safety device when a working District telephone is not available for emergency contacts with the school office or emergency personnel.

Personal use of employees' own cellular telephones is limited to break time or emergencies. Cellular telephone use may not interfere with work responsibilities. Classified employees shall not make or receive cellular telephone calls during work hours except in accordance with this policy.

Board Approved:

August 19, 2004

Effective Date: August 19, 2004