

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE DISTRICT LANDLINE AND CELLULAR TELEPHONE USAGE No. 401.12

The district provides telephones because communication is essential for the performance of job related duties. In addition, the district provides a voice mail system which permits employees to receive and retrieve messages from locations outside of their offices.

The landline telephones provided by the district to employees are to be used primarily for school business. Employees may use landline telephones for personal business, provided such personal use is limited in frequency and duration and does not interfere with the performance of an employee's job. Landline telephones are provided at district expense.

Certain employees are required to perform work outside of their offices or assigned work spaces, outside of the Johnston Community School District, or outside of the district's regular business hours. It is important to the mission of the district to provide for communication with these employees when they are not in their offices. Telephone communication is greatly enhanced by the use of cellular telephones. With a cellular telephone, an employee may receive and respond to calls regardless of the time of day or the employee's location and retrieve and respond to messages in the district's voice mail system.

The billing for cellular telephone service includes a charge for all calls that are transmitted or received by the cellular telephone, including unsolicited and misdirected calls, and local and long distance calls. The district's policy concerning cellular telephones is as follows:

The district will issue cellular telephones to selected employees. A request for cellular telephone service must be made through Business Office. The district shall determine the service provider. Administrators are given a cell phone allowance stated in their benefit package. The Chief Financial Officer may authorize an employee to receive a monthly cell phone allowance in lieu of being issued a district cell phone. In this case, the employee would be responsible for providing the cell phone number to district personnel. The purchase of the phone and service plan would be the full responsibility of the employee.

Employees may use cellular telephones for personal calls subject to the same restrictions that are imposed on landline telephones. Employees are prohibited from using cell phones while driving except in the case of an emergency. School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped.

Employees shall only engage in appropriate, ethical, and legal use of cell phones and cell phone allowances provided by the District. The use of a phone will be considered to be inappropriate if the use is one that could reasonably be viewed as malicious, obscene, threatening or intimidating,

that disparages employees, student, parents, or patrons of the School District, or that might constitute harassment or bullying. Examples of the inappropriate use of a phone include offensive statements, texts, or other transmissions meant to intentionally harm someone's reputation or that could contribute to a hostile work environment on the basis of age, race, color, sex, sexual orientation, gender identity, disability, religion, creed, or any other status protected by law or Board policy. Cell phone records may be subject to review by authorized District personnel as provided by law. Abuse by an employee of a cell phone or cell phone allowance provided by the District may result in loss of cell phone privileges and/or disciplinary-action up to and including termination of employment. District-owned cell phone records are considered public records.

If a cellular telephone assigned to an employee is lost, damaged or is malfunctioning, the Business Office must be notified immediately. Employees who fail to notify the Business Office immediately of a lost telephone may be responsible for all unauthorized calls made from their assigned cellular telephone.

The Chief Financial Officer is authorized to review the use of district-issued cellular telephones by employees and to revoke the privilege of using a district-issued cellular telephone if it is determined that the cellular telephone is being used primarily for personal business or is being used in any other manner which is contrary to district policy.

Legal References: Internal Revenue Comment Notice, 2009-46,  
[http://www.irs.gov/irb/2009-23\\_IRB/ar07.html](http://www.irs.gov/irb/2009-23_IRB/ar07.html)  
Iowa Code § 279.8, 321.276 (2013)

Cross References: 406 Licensed Employee Compensation and Benefits  
412 Classified Employee Compensation and Benefits  
707.5 Internal Controls

Date Approved: February 6, 2017