

# NEWARK BOARD OF EDUCATION

## Internal Cellular Telephone Policy & Procedures



# **Newark Board of Education** **Internal Cellular Telephone Policy & Procedures**

## **Request for cellular phones:**

The Newark Board of Education (“District”) will provide cellular telephones to select groups of employees or personnel whose affiliation with the District require this form of communication to perform their functions. Please refer to District File Code: 3515.1 (Attachment A).

Department Administrators will determine the need for cellular phones. All cell phone cost will be charged to the using agency. The Cellular Phone Justification Form – CP1 must include the Service Plan being requested and the account code for billing purposes. It is the responsibility of the requesting department to ensure sufficient funding is available when requesting a new cell phone(s).

Cellular phone users must comply with all District, State and Federal laws related to cellular phone use. Cellular phone use is prohibited while driving; unless a headset is in use. Any fines incurred by employees for violating any laws will be the responsibility of the employee.

District owned cellular phones are intended for District official business only. Refer to District policy regarding financial responsibility.

## **Eligibility Requirements:**

### **Newark Board of Education defines “eligible” staff as the following:**

- A. 24/7 access employees: day to day job responsibilities require routine response to urgent (immediate action required) District business at any time of the day or night – e.g., addressing student safety issues, answering media requests, etc.
- B. Mobile employees: job requires routine field work and need to communicate real time with staff members to give or receive direction or manage official District Business. Role requires staff member to be routinely available while in remote locations, supervisor must explain business necessity.
- C. Frequent travelers (defined as at least 30 travel days per year).
- D. Other business cases proposed and justified by direct supervisor.

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### Sending out the Cellular phones bills:

Monthly usage reports will be generated. The Department Administrator or designee will institute a monthly review in order to determine proper use. Detailed usage reports are available upon request. (Attachment B).

Employees must review billing statements for their cellular phone calls and identify personal calls by clearly marking the calls and initialing the statement. Personal calls totaling five (\$5.00) or more must be reimbursed to the District. A personal check or money order should be made payable to "Newark Board of Education" and forwarded to the Office of Accounting with a copy of the invoice with the personal calls highlighted.

### Cellular phones for District use:

For those locations that issue a "shared cell phone", a date log that lists the person assigned the phone on a particular day must be maintained. Each user must be made aware of services applicable to the particular phone. **The use of non-applicable texting, applications (phone apps), 411, digital photography, and roaming charges are prohibited and will result in additional cellular charges to the District. Whether enumerated or not, employees are strictly prohibited from using these features, unless prior approval is obtained.**

### Unauthorized Use:

Failure to comply with the **District's Policy #3515.1** concerning the use of cellular phones may result in employee payment or reimbursement of the unauthorized calls or additional charges incurred. It may also lead to disciplinary action against the user.

### Stolen or Lost Phones:

If the assigned cellular phone is lost or stolen, the employee shall be held responsible for immediately notifying their location and the Division of Purchasing via email and/or telephone to have the service suspended. The stolen unit requires you to provide a copy of the Police Report. Failure to comply with these instructions may result in the employee being held responsible for any calls charged to the lost or stolen phone. Cost of a replacement unit will be determined by the provider and it will be the employees' responsibility to replace the phone. A personal check or money order should be made payable to "Newark Board of Education" and forwarded to the Office of Accounting.

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### **Replacement of Damaged/Worn Equipment:**

Departments will be responsible for the cost of new equipment unless equipment is eligible for an upgrade. All new equipment or upgrades request via an email must be sent to the Division of Purchasing with an attached justification form (CP1) approved by the SBA or their designee.

### **Termination/Separation:**

The Department Administrator or designee must notify the Division of Purchasing via email upon any termination/separation of an employee issued a District wireless communication device. The email with an attached equipment return form (CP2) must indicate the employee full name, cellular phone #, location name, cancel/suspend service, and when or if the equipment will be returned. The District will hold the assigned employees' final paycheck until the cellular phone unit is returned. If the cell phone is being issued to a new or active employee, you must notify the Division of Purchasing via email immediately. Upon notification the Division of Purchasing will contact the cellular provider to have the user information updated in their system.

### **How to return equipment:**

The Supervisor/Director must return all wireless communication equipment no longer assigned or used by an employee within seven (7) days. The equipment must be returned to the Division of Purchasing along with the equipment return form (CP2) fully executed. If the employee is no longer in possession of the wireless communication equipment, the District must be reimbursed the value of the device. The valuation will be determined by the District and cellular provider. The CP3 form must be accompanied by a personal check or money order made payable to "Newark Board of Education" and forwarded to the Office of Accounting.

### **Cellular phones for Personal Use-Vendor Promotions**

As an added benefit for its employees, the District may negotiate with a service provider for discounted cellular service plans that may be used for their personal use. The District will not take any responsibility for agreements entered into by District employees for any equipment, accessories or service with the service provider. The District does not require service providers to extend service to employees that do not meet the provider's qualifications.

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**CELLULAR PHONE JUSTIFICATION FORM – CP1**

**\*\*\*Incomplete Forms Will Be Rejected\*\*\***

LOCATION: \_\_\_\_\_ Upgrade  New Line

WIRELESS NUMBER (Upgrades only): \_\_\_\_\_

CF ACCOUNT CODE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PERSON REQUIRING CELLULAR PHONE  
NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_ EXT. \_\_\_\_\_

TYPE OF PHONE REQUESTED \_\_\_\_\_

COST FOR SERVICE \$ \_\_\_\_\_ (as per calculation below)  
(Monthly service plan \_\_\_\_\_ x \_\_\_\_\_ # of months remaining in SY 21 - 22)

**Funds will be encumbered PRIOR to placing order**

JUSTIFICATION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL USE OF DISTRICT TELEPHONES – Policy number 3515.1**

The District policy outlines acceptable usage of cellular phones. All District policies can be located on the P: drive, in the AOE folder. You must review the District ‘Cellular Telephone’ policy upon requesting a phone.

**Acknowledge that you have read and understood the related policy by initialing here** \_\_\_\_\_ (employee assigned)

Print name \_\_\_\_\_ (employee assigned)

**APPROVED BY:**

\_\_\_\_\_  
DEPARTMENT HEAD (funding unit) **Date:** \_\_\_\_\_

\_\_\_\_\_  
SCHOOL BUSINESS ADMINISTRATOR **Date:** \_\_\_\_\_

**\*\*\*The Division of Purchasing will contact you when your phone is ready for pick-up\*\*\***

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**CUSTOMER EQUIPMENT RECEIPT**

**Name:** \_\_\_\_\_ **Cost Center** (*funding unit*) \_\_\_\_\_

**Wireless Number:** \_\_\_\_\_ **Device Type:** \_\_\_\_\_

**IMEI #** (*serial number*): \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**EQUIPMENT RETURN FORM – CP2**

Please complete and return to the Division of Purchasing immediately for discontinuation of services by preference or due of the employee separation.

If you have any questions, please contact the Division of Purchasing on 973-733-6212.

**Name of Individual Assigned Wireless Equipment:**

\_\_\_\_\_

**Issuing Location:** \_\_\_\_\_

**Assigned Equipment Type (Model):** \_\_\_\_\_

**Cellular Phone #** \_\_\_\_\_

**Effective Date:**      **Disconnect** \_\_\_\_\_      **Suspend Service** \_\_\_\_\_

**Date Returned:** \_\_\_\_\_

**Equipment Serial Number:** \_\_\_\_\_

**HRS Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purchasing Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_