

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES

ADOPTED: APRIL 27, 2011

READOPTED: APRIL 20, 2016

717. CELLULAR TELEPHONES	
1. Purpose	The Board recognizes that the use of cellular telephones by Intermediate Unit employees may be appropriate and necessary to provide for the effective and efficient operation of Intermediate Unit programs. In addition, the use of cellular telephones can help to ensure the safety and security of Intermediate Unit property, staff, students and others while on Intermediate Unit property or engaged in Intermediate Unit-sponsored activities.
2. Authority Pol. 317, 624	The Board authorizes the purchase and employee use of cellular telephones. Cellular telephones provided to employees by the Intermediate Unit shall be used for authorized business purposes. Personal use of Intermediate Unit-provided cellular phones shall be kept to a minimum. Abuse of the personal use may result in discipline.
3. Guidelines Pol. 317	Expenses incurred for personal use of Intermediate Unit-provided cellular telephones shall be reimbursed to the Intermediate Unit by the employee. Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	The Executive Director or designee shall determine which employees receive cellular telephones provided by the Intermediate Unit for business purposes. The Executive Director or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement. The Executive Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized Intermediate Unit business. References: Internal Revenue Code – 26 U.S.C. Sec. 1 et seq. Board Policy – 000, 317, 624