

CELLULAR PHONE USAGE PROCEDURES

1. Each employee with a cellular phone will have a maximum of 500 minutes that are provided by the school district. Calls placed on nights and weekends are without charge to the district. Free night calls begin at 8:00 p.m., and end at 7:00 a.m. Weekend calls are free beginning on Friday at 8:00 p.m., and ending on Monday at 7:00 a.m.
2. Roaming calls are an additional cost to the school district regardless of when they are made. All roaming calls will require justification. Employees shall reimburse the school district for roaming calls that are non-business related.
3. Employees are encouraged to use the school district's toll free number when calling the school district from out of town. However, employees shall not use cellular phones to call the toll free number, as the district pays twice in those instances.
4. The accounts payable department shall review cellular phone bills monthly. Employees with excessive usage and charges will be notified, asked to monitor their usage, and if applicable, reimburse non-business charges above the allotted minutes.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: January 22, 2002