

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES

ADOPTED: October 20, 2011

REVISED:

717. CELLULAR TELEPHONES	
1. Purpose	The Joint Operating Committee recognizes that the use of cellular telephones by employees may be appropriate and necessary to provide for the effective and efficient operation of the center. In addition, the use of cellular telephones can help to ensure the safety and security of center property, staff, students and others while on center property or engaged in school-sponsored activities.
2. Authority	The Joint Operating Committee authorizes the purchase and employee use of cellular telephones.
Pol. 624	Cellular telephones provided to employees by the center shall be used for authorized business purposes. Personal use of such shall be prohibited, except in emergency situations.
3. Guidelines	Expenses incurred for personal use of cellular telephones provided by the center shall be reimbursed to the center by the employee.
Pol. 317, 417, 517	Use of cellular telephones by employees in violation of Joint Operating Committee policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	<p>The Administrative Director or designee shall determine which employees receive cellular telephones provided by the center for business purposes.</p> <p>The Administrative 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.</p> <p>The Administrative Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized center business.</p>

References:

Internal Revenue Service (IRS) Regulations

Joint Operating Committee Policy – 317, 417, 517, 624