

identified by the vice president, administrative other department head based upon the nature of work performed with the employee based on job title. Eligibility criteria will generally be considered eligible: not to afterhours call out. System command staff and general staff, primary health, safety, and well-being of students communication services. Considerable amount of time out of the office (more strict business.

Eligibility for an allowance for a mobile communication device with advanced capabilities that enables continuous transmission of emails and other data will be determined separately from a standard mobile

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Eligible employees are responsible for selecting their own service provider and paying all service charges. Enterprise data plans must be included when purchasing data devices and must be updated with current software revisions as security or compatibility issues arise.

Allowances have been established with consideration to both the cost of monthly service plans and the amortized cost of standard equipment. For mobile communication devices, monthly allowances are at three levels: (1) \$45 for employees with standard business usage (up to 400 minutes); (2) \$60 for employees with heavy business usage (900 minutes); and (3) \$80 for employees with exceptionally heavy business usage (1350 minutes). Employees authorized for a data device will receive one of the three levels (r)-5 7

Lost or stolen mobile communication device, as well as problems with the service or equipment, should be reported to the service provider. Activation or deactivation of either the device or the account shall be the sole responsibility of the employee.

Employees shall comply with federal and state laws including not driving a motor vehicle while using a mobile communication device unless the device is enabled to allow hands-free listening and talking and is used in that manner while driving.

Responsibility for Contract Cancellation Fees

If the district makes a decision that results in the need to terminate a mobile communication device contract, the district will bear the cost of any fees associated with early cancellation. An example of this would be a supervisor making a change in an employee's duties and the new duties no longer requiring a mobile communication device for district business. If the employee decides not to retain the mobile communication device contract for personal use, the district would be responsible for any early cancellation fees on the contract.

If a personal decision by the employee results in the need to end the mobile communication device contract, the employee will bear the cost of any fees associated with early cancellation. For example, if an employee quits and no longer wants to retain the current mobile communication device contract for personal use, the employee would be responsible for any early cancellation fees on the contract. It is also the employee's responsibility to notify AIS, Payroll and their supervisor of the cancellation of service and/or equipment for which compensation has been provided by the district.

Authorization

The department head must authorize an allowance by completing and signing a Mobile Communication Device Allowance Authorization form and submitting it through normal channels up to their appropriate vice president or superintendent/president. After divisional approval, the form will be routed to the vice president, administrative services, for final authorization and submittal to Payroll for processing.

Responsibility

Vice president, administrative services