

**POLICY TITLE:    USE OF AGENCY PROVIDED CELL PHONES**

**Background**

Certain members of the COSSA administrative and instructional staff receive cell phones and phone service purchased by COSSA. Due to the nature of these employees' duties, they must send and receive phone calls on a very frequent basis, at various COSSA locations in all of the consortium schools. To ask these employees to personally accept the burden of the cost of phone service and "per call" charges, incurred while on-the-job with COSSA, is unreasonable. It is also unnecessarily burdensome to ask these employees to carry two phones, one for COSSA use and one for personal use.

**Policy**

1. Cell phones will be provided for the following COSSA employees:

- Chief Executive Officer
- Special Education Director
- Business Manager
- Maintenance/Custodial Supervisor
- Maintenance/Food Service Worker
- Residential Construction Instructor

2. COSSA provided cell phone numbers will appear on the above employees' business cards and will be considered the primary phone number to reach these employees. Because of this, the employees may accept and initiate reasonable personal phone calls on these phones, as long as excessive usage charges are not incurred. "Reasonable" person phone calls are extremely limited in nature – most teachers are not interrupted in their classroom by personal phone calls, and other employees should use the same standard. COSSA employees will pay the difference between the normal (monthly average) amount and any excess over that amount. The COSSA Business Manager will monitor monthly phone charges and will create overage invoices to be paid by employees. The Business Manager will alert the Chief Executive Officer if any employee is exceeding the normal amount and then is not paying their overage bill.

3. Employees found to be abusing the privilege of limited personal phone calls will have their COSSA provided cell phone privilege revoked.

**LEGAL REFERENCE:       None**

**POLICY HISTORY:**

Adopted:       October 21, 2013; Revised and adopted: December 15, 2014  
Originally issued as Policy 320. Revised and reissued as Policy 5495 on January 19, 2022.