



Subject: Cell Phones and Cell Phone Reimbursement

Approved By: Board of Directors

Policy: 6002.1

☒ **CITRUS SPRINGS CHARTER SCHOOL**

☒ **ORANGE SPRINGS CHARTER SCHOOL**

Effective Date: September 12, 2016

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I. Policy

It is the policy of the charter school to provide either a cellular phone and service plan or, alternatively, a cellular phone stipend to employees to off-set the reasonably estimated costs an employee is likely to incur as a consequence of employment with the charter school.

This policy sets forth the charter schools' criteria to determine whether a position qualifies for either a cellular phone ("cell phone") and service plan or a cell phone stipend to off-set the necessary and reasonable costs the employee likely incurs utilizing their personal cell phone for work related business of the charter school.

As specified in Section II, three general categories of positions qualify for a cell phone and service plan. Those positions are "Senior Leaders," "Field Personnel" and "Designated Personnel."

For all other employees, the charter school will pay a cell phone stipend to compensate the employee for the reasonably estimated costs charter school employees incur in providing their own cell phone in order to access the applications known as "Zoom" and "Titan" or any other applications the charter school may determine to be necessary to fulfill the critical functions of the employee's position.

The Senior Director of HR, or their designee, shall determine the eligibility of a position for either a cell phone and service plan or a cell phone stipend as set forth in Section III.

The IT Department shall perform the purchasing, tracking and management of all charter school provided cell phones and service plans, and implement the inventory controls necessary for the proper management of all cell phones owned by the charter school, as set forth in Section IV.

The Business Department will monitor the costs of the acquisition of cell phones and service plans assigned under this policy and the fiscal impact of cell phone stipends provided under this policy and report any abuses pursuant to Section V. Annually, the reasonableness of the cell phone stipend shall be determined by the Business Department based on a survey as set forth in Section VI.

II. Eligibility

Cell phones and service plans may be provided by the charter school to employees holding the following positions, unless the employee declines a school provided cell phone, in which case that employee is eligible for a cell phone stipend:

- A. **Superintendent, Assistant Superintendents and Senior Directors (“Senior Leaders”)** - Due to the scope of their responsibilities, extensive travel requirements and the need for reliable, continuous communications, employees holding these positions shall be provided with a cell phone and service plan by the charter school.
- B. **Field Personnel** - Owing to the nature of their job functions, these positions consistently require mobile communications outside the charter school’s phone system for extended periods of time, and/or are positions that routinely require the employee to be available to respond to emergency service requests by the charter school. Employees holding these positions may be provided a cell phone and service plan by the charter school or a cell phone stipend.
- C. **Designated Personnel** - Positions whose critical job functions can only be performed outside the charter school’s phone system are entitled to be provided a cell phone and service plan by the charter school. These positions shall be designated by the Senior Director of HR. Employees holding these positions may be provided a cell phone and service plan by the charter school or a cell phone stipend.

All other employees are expected to utilize their personal cell phone, and receive the cell phone stipend.

III. HR Department Responsibilities

The Senior Director of HR, or their designee, shall determine if a position identified in Section II, classified as Field Personnel or Designated Personnel, requires either a charter school provided cell phone and service plan or a cell phone stipend. This determination shall be recorded in the Position Control System Equipment Master (“PCS”) based on the following criteria:

- A. A critical job function of the position requires mobile or telephonic communications that cannot be supported either by the charter school’s existing land-based phone system or the virtual phone application on a school supplied computer assigned to the employee; and
- B. The position requires mobile communications more than forty percent (40%) of time.

If, in the opinion of the Senior Director of HR, or their designee, the position does not meet the aforementioned criteria, the position shall be eligible for a cell phone stipend. Eligibility for a cell phone or a cell phone stipend shall be noted in the PCS. Any request for exceptions to the PCS shall be made to Cabinet via a Cabinet Hiring Form.

The HR Department shall verify that the Payroll Department has the proper notification that an employee is qualified to receive a cell phone stipend. The stipend will be included in the employee's paycheck and is subject to applicable taxes.

IV. IT Department Responsibilities

To ensure consistent tracking and management of cell phones and service plans provided by the charter school, the Senior Director of IT or their designee shall verify that the purchasing, distribution, and maintenance responsibilities for all cell phones shall be centralized within the IT Department. All cell phones issued under this policy by the charter school shall remain the property of the charter school.

V. Business Department

The Business Department will review the charter school's purchases of new cell phones and attendant service plans to identify unusual or non-compliant charges, excessive data usage, or non-work-related international usage.

VII. Annual Review of Stipend

The Cell Phone Stipend will be reviewed and may be adjusted annually by the Business Department based on a survey of the costs of cellular service inclusive of data as provided by three local cellular service companies. This survey will ensure that the stipend equates to fifty percent (50%) of the monthly charge of a typical cellular service plan within California.

VII. Responsibilities of Employees Assigned Charter School Cell Phones

Employees who receive a school-issued cell phone are expected to maintain the device in good condition and use it in accordance with school policies. Use of the cell phone shall be strictly for charter school business of the employee. Misuse of any school-issued technology, including but not limited to the cell phone, may result in disciplinary action or revocation of the device.

The employee assigned a charter school issued cell phone understands and agrees that all communications, whether voice or data, received or transmitted through or retained on the cell phone is property of the charter school and may be accessed with or without notice to the employee assigned the cell phone.

The cell phone, and any replacement of that cell phone, must be requested by the employee through the IT Department using the Help Desk Request process. Direct purchases by

employees are not permitted unless expressly authorized by both the IT Department and the employee's supervisor.

When an employee separates from the school, it is the responsibility of the employee who is assigned the cell phone to make certain the cell phone is returned to their immediate supervisor promptly by their final day with the charter school.