

6014.

ADMINISTRATIVE REGULATIONS ON
CELLULAR TELEPHONE USE

6014.1

The Vice President, Administrative Services or designee will administer these Administrative Regulations.

6014.2

Employees provided with District-paid cellular telephones are required to maintain supporting documentation regarding personal and business use of the District-provided telephone to permit the District to include a pro rata share of the value of the telephone and the monthly service charges for personal cellular telephone use.

- A. The Fiscal Services department will send the bill for District-paid cellular telephones to affected employees on a monthly basis. Employees are required to reimburse the District for all personal use of District-paid cellular telephones.
- B. The District shall monitor the cellular telephone usage of its employees to ensure their compliance with this policy. This section does not apply to cellular telephones owned by employees.

6014.3

Employees whose position and work duties require them to be away from their office regularly on District business and/or available in emergency situations after hours, who use their personal cellular telephones for District business, may be allotted a set monthly allowance in the amount of \$35.00 at the discretion of their manager/supervisor and with approval from the Executive Committee.

- A. Employees receiving a \$35.00 per month allowance shall be required to provide their manager/supervisor and related Vice President with their most current personal cellular telephone number.
- B. Providing an employee with a monthly cellular telephone allowance of \$35.00 shall not be a means to reward employees or merely increase their compensation for a job well done, but rather strictly and solely as a necessity, not a convenience, for them to complete their required job duties.
- C. Employees receiving a monthly cellular telephone allowance of \$35.00 per month shall have the allowance reflected as part of their wages.

6014.4

Any illegal use of cellular telephones is strictly prohibited.

Adopted: June 9, 2009

Long Beach Community College District

