

**Long Beach Community College District**  
**Request for Cell Phone Device or Stipend**

*Please type or print legibly.*

**Requester Information**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Type of Request:

District Cell Phone or Device

    New

    Replacement

Cell Phone Stipend

    Personal Cell Phone #:

Was this position previously approved for a District cellular device or cell phone stipend?   Yes    No

Justification:

Salary Account String(s): \_\_\_\_\_ Percent: \_\_\_\_\_

\_\_\_\_\_ Percent: \_\_\_\_\_

Requester agrees to comply with District Cell Phone Policy (page 2): \_\_\_\_\_

**Approvals**

Dean/Director: \_\_\_\_\_

Vice President: \_\_\_\_\_

Once the implementation path below is completed, send cell phone stipend requests to Human Resources and District cell phone or device requests to the Director, Special Projects, to be processed.

**Implementation Path**

1. Director, Special Projects—Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_
2. Vice President, Business Services—Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_
3. Fiscal Services—Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_
4. Fiscal Services—Approved by: \_\_\_\_\_ Date: \_\_\_\_\_
5. Human Resources—PS Input by: \_\_\_\_\_ Date: \_\_\_\_\_



## Implementation of District Cell Phone Policy

In accordance with [Board Policy 6014](#) and [Administrative Regulation 6014](#), the Superintendent-President or designee shall determine if it is in the best interests of the District to provide a cell phone (or stipend in lieu of a cell phone) at District expense to employees who meet established criteria.

### AUTHORIZATION

- The issuance of cell phones shall be made by Administrative and Business Services.

### ISSUANCE AND REPLACEMENT

- The model of the cell phone issued will be determined by the District. It will meet the minimum requirements as determined jointly by the Vice President, Business Services, and Chief Information Systems Officer.
- Employees are responsible for keeping cell phones secure and in good condition and for immediately reporting a lost, stolen, or damaged District cell phone to the Vice President, Business Services, or designee as soon as possible.
- Broken or obsolete cell phones must be returned to the District when a new cell phone is issued.

### USAGE

- Employees are responsible for complying with [Board Policy 6014](#) and [Administrative Regulation 6014](#) on cellular telephone use.
- There is no expectation of privacy in the use of a District cell phone or personal device used to conduct business, in accordance with [Administrative Regulation 6017.8](#) on public records.
- All use of the cell phone also must be in accordance with [Board Policy 6006](#) and [Administrative Regulation 6006](#) on computer, telecommunications, and classroom technology use.
- Cell phones issued to employees are to be returned to the Vice President, Business Services, or designee at the conclusion of employment, or otherwise specified. Failure to return the cell phone will result in the charge to the former employee for the cost of the cell phone.

### MONITORING

- The District monitors the use of District cell phones, and employees are responsible for reimbursing the District for all personal use of a District cell phone. This may include, but is not limited to, purchase of apps, excess data usage, and roaming or international usage without prior approval by the employee's supervisor.
- Indications of abuse in the use of a District cell phone will result in the loss of the use of the phone by the employee.