

Subject:
**Cell Phone Acquisition and
Employee Use**

Number: 05-07
Original Issue: 4/08/03
Approval: 4/08/03
Revision: 11/12/08

Policy:

The District is responsible for controlling and managing cellular phone acquisition and use by employees. **The District will provide for two options:**

1. The District will provide cellular phones for those employees who have been identified by their supervisors as being in need of such service. Employees will sign a Cell Phone Agreement (see Attachment 05-07-A) when issued a phone. This agreement shall include the following conditions:
 - a. The employee is responsible for the safe use and maintenance of the phone and any accessories. The employee may be required to pay the deductible or replacement cost if the phone or accessories are lost, damaged, or stolen.
 - b. The employee is required to reimburse the District for all personal calls that exceed the plan minutes. The employee agrees that reimbursement must be made within 2 weeks of notification and that the District has the right to deduct such expenses from the next paycheck if necessary.
 - c. The District has the right to monitor all cell phone use and to define the nature of business, emergency and personal calls.
 - d. The employee is expected to follow all state and local laws and District policy and procedure concerning the use of District owned cell phones.

2. Employees may purchase their own cell phones and be provided a cell phone allowance in the amount of \$50.00 each month on their regular payroll checks at the discretion of the Executive Director. This allowance shall be increased annually beginning January 1, 2017 equal to 100% of the Seattle/Tacoma CPI with the lowest annual increase being 2% and the highest annual increase being 4%. Employees utilizing cell phones for District business must not utilize written cell phone capabilities such as text messaging or email for District business unless such phone is synchronized with the District's computer system so that such electronic records can be maintained according to the State records retention requirements.

Applicability:

Employees utilizing cell phones and driving City vehicles or personal vehicles for City business must use a hands-free device when utilizing a cell phone and driving a vehicle.

This policy applies to all employees of Vashon Park District.

Cell Phone Agreement

Attachment 05-07-A

The Vashon Park District and _____ agree to the following provisions for the use of the District owned-cellular phone described herein.

Use of District-owned Cellular Phones

This phone is District property and is assigned to the employee for District business use. The employee may be required to pay the deductible or replacement cost if the phone or accessories are lost, damaged, or stolen. Personal phone calls should be kept to the minimum necessary. The employee is expected to reimburse the District for all personal use calls that exceed the plan minutes. In addition, phone usage may be monitored and excessive personal use may be grounds for additional reimbursement and/or restrictions on phone use.

XXX	206-XXX-XXX	1-audiovox 9155GPX Tri-Mode Ph	SN# 11236512309	500 Anytime/anywhere minutes &150
Maintenance			ID# CJCE45380A	Bonus Anytime Minutes (Total: 650 Minutes per month)
			Dec:09303051943	Unlimited Night & Weekend minutes
			Hex:5D2E91A7	1000 Mobile to Mobile Minutes
		1-Leather Case w/belt clip		Weekly Minutes - 7:am Mon - 8:59pm Fri
		1-vehicle adapter	Code:1CLC 9100VW	Weekend Minutes - 9:pm Fri - 6:59am Mon
		1-wall adapter	Model: CNR-9100	
		1-battery pack	BTR-9100 Code:ALHA	

Reimbursement Agreement

The District and the employee agree that reimbursement to the District will be made by the employee within 2 weeks after notification. If payment is not made at that time the amount due will be deducted from the next paycheck.

Employee Signature _____ Date Phone Received: _____

Office Manager Signature _____ Date Phone Returned: _____

Vashon Park District



05-07-A ACCESS EMPLOYEE EQUIPMENT USE AGREEMENT

I, _____, understand that use of Vashon Park District (VPD) equipment is only for the purpose of conducting VPD business, is not to for personal use, or for the use of any other business. Under no circumstances is the employee to download to phones or computers anything from the internet without prior authorization. These pieces of equipment are delicate and must be protected, both from physical harm and from theft. Please keep them covered when in your automobile, and do not leave them in direct sunlight. Please do not leave them unsecured at any Park or School facility or field.

This agreement pertains to the following items:

1. Vashon Park District **DROID MAXX Cellular Phone (new) 2015**

Signature of employee _____

Privacy Disclosure: All phone numbers dialed are listed on VPD monthly Verizon statement.

Replacement Value: \$159.99 + tax, shipping.

2. Vashon Park District **LAPTOP (refurbished) 2015 Jim Boardman, NWTDB**

Privacy Disclosure: All web activity is collected and stored by this computer.

Maintenance: The equipment must be routinely maintained for malware and virus protection.

Replacement Value: \$500 + tax, shipping.

Signature of employee _____

I understand that loss of or damage to this equipment through negligence or misuse will result in my being charged for the equipment directly from my paycheck. Effort will be made to spread cost to employee over time if necessary.

Signature of VPD Staff: _____ Date: _____

Print name of Staff Member: _____