

Palm Springs USD

Administrative Regulation

Cellular Phone Reimbursement

Revised for First Reading
January 25, 2022

AR 3513.1

Business and Noninstructional Operations

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

1. An ability to communicate frequently but access to a district landline is not readily available
2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property
3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active.

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

Any employee who is not provided an allowance or a district-owned cell phone may be reimbursed for the actual expenses of business-related calls made on his/her personally owned cell phone, in accordance with the district's expense reimbursement procedures.

Employees eligible to receive a cell phone stipend are limited to the following list:

Tier I \$140/Month

Alternative Education Assistant Principals
Cabinet
Coordinator - Communications & Community Outreach
Director of Certificated HR
Director of Classified HR
Director of Maintenance and Operations
Director - Security and Disaster Preparedness
ETIS Director
Executive Directors
Maintenance Manager
Principals
Security Manager

Tier II \$100/Month
Assistant Directors
Assistant Principals
Coordinators
Directors (except where otherwise noted)
Database Analyst
Data Systems Training Specialist
Info Technology Specialist III
Info Technology Specialist IV
Managers (excluding Cook Managers)
Mental Health Resource Case Coordinator
Programmer Analyst
Supervising Nurse
Supervisor- Enterprise Network
Supervisor- Night Custodial
Supervisor- Technology Support
Unified Communications Technician
Webmaster

Tier III \$75/Month
Applied Behavior Analysis Support Provider
Autism/Behavioral/ Program Specialists
Behavior Analyst
Buyers
Chef Manager – Nutrition Services
Construction Coordinators
Executive Assistant
Human Resources Data Specialist
Mental Health Therapist II
Psychologist
School Occupational Therapist/SP ED
School Physical Therapist/SP ED
Senior Administrative Assistant

Senior Administrative Assistant - Human Resources
Senior Human Resources Specialist
Supervisors

Tier IV \$50/Month (or a District-issued Phone)
Administrative Assistant
Administrative Assistant - High School
BTSA Provider
Campus Security Officer - District Patrol
Catering Central Kitchen Lead
Classified Lead (Maintenance and Operations; and Special Education)
Counselor on Special Assignment
Energy Management Specialist
Information Technology Specialist II
Maintenance Parts Expediter
Mental Health Specialist
Mental Health Therapist
Mental Health Therapist I
Nurse
Nutrition Services Delivery Driver
Nutrition Services Technician
Paraprofessional Behavior (District team)
School Administrative Assistant I, II & III
Teacher on Special Assignment (TOSA)

District employees who will work at alternative sites for the purpose of conducting district business shall be issued a district cell phone as determined by their immediate supervisor.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 26

280F Limitation on depreciation for luxury automobiles, etc.

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

Regulation PALM SPRINGS UNIFIED SCHOOL DISTRICT

approved: April 24, 2018 Palm Springs, California

revised: August 27, 2019

revised: October 22, 2019

revised: February 25, 2020

revised: November 23, 2021

revised: January 25, 2022