

# **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

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