

TO: ADMINISTRATORS

FROM: Mark Shepard, Associate Superintendent for Business Affairs

Subject: DISTRICT CELL PHONES

Lincoln Public Schools will provide District cell phones or pagers to a limited number of staff based on the following:

1. The position assigned a cell phone/pager must be itinerant or involve the majority portion of the contract day away from the assigned position's LPS building;
2. The assignment of a cell phone must be based on safety of staff and/or students;
3. Cell phones/pagers may only be used during contract hours or when the employee is on-call for the District;
4. Cell phones/pagers may only be used to make or receive District business calls. No personal calls/pages may be made or received using a District cell phone/pager; and,
5. No administrators or supervisors will be provided District cell phones or reimbursement for use of personal cell phones, with the exception of administrators required to be accessible by cell phone per their employment contract.

Cell phone/pager purchase costs and ongoing monthly use costs will be charged directly to the program budget that supports the staff position requiring the cell phone or pager. No LPS funds will be used to reimburse staff for the purchase or use of a personal cell phone/pager.

Monthly cell/phone pager billings must be reviewed by the staff position's administrator/supervisor and approved prior to payment by LPS. Billings should be reviewed to ensure use only during contract hours or when the employee is on-call for the District and to ensure no use for other than LPS business. Phones will remain the property of LPS and should be checked in during non-contract/duty months for staff positions that are not 12-month positions.

Requests for cell phones/pagers should be made on the attached form and submitted to the Associate Superintendent for Business Affairs. The LPS Executive Committee will act upon the requests. Questions regarding cell phones/pagers should be referred to the Associate Superintendent for Business Affairs.

Lincoln Public Schools Cell Phone/Pager Request

Please complete this form and submit it to the Associate Superintendent for Business Affairs, Box 7. The request will be reviewed and acted upon by the Lincoln Public Schools Executive Committee.

Request for (check one):

Cell Phone

Pager

Position for which cell phone or pager is requested: _____

School or department: _____

Justification for cell phone or pager:

Equipment account number for cell phone or pager purchase: _____
(If cell phone or pager must be purchased)

Account number for monthly service/airtime charges: _____
(Program or school account number to which monthly costs will be billed)

Administrator Signature _____

Date _____