



## iLEAD Hybrid

# Employee BYOD Cell Phone Policy

Board Approved: March 25, 2020

iLEAD Hybrid extends its employees the privilege of using smartphones and tablets of their choosing at work for their convenience. iLEAD Hybrid reserves the right to revoke this privilege if users do not follow the BYOD agreement outlined below as well as the School Communication and Technology Use Policy outlined in the Employee Guidebook. The agreement is intended to protect the security and integrity of iLEAD Hybrid data and technology infrastructure.

1. **Policy:** Employees whose job duties include the frequent need for a cell phone may receive a Cell Phone Reimbursement Benefit to cover business-related costs associated with using their personal cell phone.
  - a. iLEAD Hybrid will not provide a Cell Phone Reimbursement benefit of an amount greater than the employee's current service plan.
  - b. The cell phone service is personally owned and may therefore be used for both personal and business calls.
  - c. As a general rule, cell phones should not be selected as an alternative if other means of communication are available to the employee – e.g., land-lines, radio phones, walkie-talkie—when such alternatives would provide adequate but less costly service to the schools.
2. **Cell Phone Reimbursement Benefit:**
  - a. **Eligibility:** Employees eligible for a Cell Phone Reimbursement Benefit generally include department heads, supervisors, full-time and part-time employees whose job duties regularly require emergency call back, irregular work hours or other job-related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties.
  - b. **Cell Phone Reimbursement Benefit Amount:** The standard monthly Cell Phone Reimbursement Benefit amount shall be as follows;
    - **School/ Site Director- \$50**
    - **Office/ Business Manager- \$35 FT**
    - **Outreach Coordinator and other Administrative-FT \$35 PT \$17.50**
      - **Educational Facilitator- FT \$25 PT \$10**
      - **Student Support- FT \$25 PT \$10**

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- c. **Cell Phone Reimbursement Benefit Payment:** The approved Cell Phone Reimbursement Benefit will be included in the employee's paycheck as a Cell Phone Reimbursement Benefit, provided the employee attests to the amount being less than the cost of their cell phone service. This benefit is **not** an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
  - d. Employees who believe they are not being adequately benefitted for work related usage of their personal cell phones are encouraged to consult with their department head.
3. **Department Supervisor Responsibilities:**
- a. Annually review communication device needs in his or her department to determine if benefits should be changed, continued, or discontinued, or if an additional amount is needed;
  - b. Notify accounts payable if the employee no longer requires a benefit due to responsibility changes or termination.
  - c. Submit all signed agreements to Human Resources for processing.
4. **Employee Responsibilities:**
- 1. The employee must provide their department head and the Technology Department with their current cell phone number and immediately notify both parties if the number changes.
  - 2. The cell phone service is personally owned and may therefore be used for both personal and business calls.
    - a. Employees may choose the cellular service provider and plan design of their choice.
    - b. If available from the School's contracted cellular service provider, employees may be able to take advantage of discounts for their personal service plans if they utilize the same provider as the school.
  - 3. An employee with a cellular telephone benefit must maintain an active cell phone contract for the life of the benefit.
  - 4. The benefit must not exceed the amount of the employee's service plan.
  - 5. If the business usage significantly declines for a sustained period, employee will notify supervisor in writing, as soon as practicable and the amounts may be adjusted.
  - 6. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone benefit and possible disciplinary action.
  - 7. If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone benefit being discontinued, any fees associated with any change or cancellation of the employee's cell phone plan are solely the responsibility of the employee. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, and cancellation charges will be the employee's responsibility.
  - 8. Employee acknowledges iLEAD Hybrid Employment Guidebook—Use of School Communication Equipment and Technology Guidelines.
  - 9. Employee phone number will be added to iLEAD Hybrid email signature line, business cards, published in an internal iLEAD Hybrid directory, and may be provided both internally and externally for business purposes.
5. **Independent Contractors, Consultants, and Non-Employee Board Members:**

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- a. Independent Contractors, Consultants, and Non-Employee Board Members are not eligible for a cell phone benefit.

**6. Acceptable Use**

- a. iLEAD Hybrid defines acceptable business use as activities that directly or indirectly support the business of iLEAD Hybrid.
- b. Employees may be blocked from accessing certain websites during work hours/ while connected to the corporate network at the discretion of iLEAD Hybrid.
- c. Devices may not be used at any time to:
  - Store or transmit illicit materials;
  - In a way that may be disruptive, harassing or offensive to others;
  - In a manner that is illegal or harmful to morale.
- d. Employees may use their mobile device to access the following company-owned resources: email, calendars, contracts, documents, etc.
- e. iLEAD Hybrid has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

**7. Devices and Support**

- a. It is strongly encouraged that employees install “Find My Phone” app or other loss prevention app in case of loss or theft. It is the responsibility of the employee to change passwords on all iLEAD Hybrid accounts, such as email accounts as soon as loss or theft occurs.
- b. In order to prevent unauthorized access, devices are to be password protected when not in use.
- c. Devices are not to be shared ownership.
- d. Upon termination of employment, all data belonging to iLEAD Hybrid is to be removed from device.

**iLEAD Hybrid**  
**Employee Agreement for Cell Phone Reimbursement Benefit**  
**of Employee-provided Cell Phone for Business Usage**

Employee Name \_\_\_\_\_

Employee Address \_\_\_\_\_ City \_\_\_\_\_

State Zip \_\_\_\_\_

Work Location \_\_\_\_\_

Effective Date \_\_\_\_\_

Phone Number	Initial for Use of personal no.	
Alternate Number (if using)	Initial for Use of Alternate no.	

I agree this Cell Phone Reimbursement Benefit is provided to me to reimburse me for the official iLEAD Hybrid Business usage of my personal cell phone. My level of service may be reviewed annually to determine if the Cell Phone Reimbursement Benefit is appropriate. I certify this Cell Phone Reimbursement Benefit amount is adequate for iLEAD Hybrid business conducted on my device and is not greater than my monthly basic service plan and that I will notify iLEAD Hybrid when my basic service plan is reduced below my Cell Phone Reimbursement Benefit amount. This Cell Phone Reimbursement Benefit may not exceed the monthly service amount. If monthly cell service is less than the Cell Phone Reimbursement Benefit, then I agree to notify my supervisor to revise the amount of Cell Phone Reimbursement Benefit.

I agree to notify iLEAD Hybrid if my business usage significantly changes for a sustained period. I will notify my supervisor in writing, as soon as practicable and the Cell Phone Reimbursement Benefit amounts may be adjusted. If iLEAD Hybrid determines that there's no longer a business need for me to receive the Cell Phone Reimbursement Benefit, the Cell Phone Reimbursement Benefit will cease. If I separate from iLEAD Hybrid employment, the phone number assigned to my device will remain my property.

I am responsible for safeguarding my device, including any data on the equipment, and controlling its use. In the interest of safety, I will exercise appropriate care and caution while using the device and I will be in compliance with current iLEAD Hybrid policies, state and federal laws while using a communication device when driving a motor vehicle.

I have read the iLEAD Hybrid Policy and Procedures concerning the Cell Phone Reimbursement Benefit of business use of my personal communication device and agree to its provisions. I also agree that my number will be added to my iLEAD Hybrid email signature line, business card, published in an internal iLEAD Hybrid Directory and may be provided both internally and externally for business purposes. I may alternatively use a phone number

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