

OFFICE COMMUNICATIONS
CELL PHONE ALLOWANCES

CPCA
(REGULATION)

RATIONALE Key district positions require the use of cellular phones in the course of conducting their duties and responsibilities. These duties are vital in conducting emergency operations, supervising campuses, safekeeping vital communication and infrastructure equipment, providing for the security and welfare of the district's stakeholders and property, or working offsite with students, programs and community members.

JUSTIFICATION OF NEED The following key positions are approved to receive cellular phone allowances because their duties fit the rationale listed above.

- 1) Associate Superintendent
- 2) Executive Directors
- 3) Principals
- 4) Directors
- 5) Assistant Principals
- 6) Internal Auditor
- 7) Transportation Supervisor
- 8) Maintenance Supervisor
- 10) Technology Coordinator
- 11) Athletic Coordinator
- 12) IT Systems Engineer
- 13) Public Information Officer
- 14) HVAC Specialist
- 15) Risk Management Specialist
- 16) Athletic Trainer
- 17) Truant Officer
- 18) Purchasing Agent
- 19) Supplemental Services Supervisor
- 20) Supplemental Services Educator
- 21) Prevention Specialists
- 22) Food Service Maintenance/Warehouse
- 23) Security Guard – Evening Duty
- 24) District-wide Security Guard
- 25) District Lead Custodian
- 26) Superintendent's Administrative Assistant
- 27) High School Lead Custodian (minimum enrollment 1,200 students).

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REVIEW OF
NEED

On a yearly basis, the Superintendent's Cabinet will review the listing of key positions to determine if additions or subtractions have to be made.

NON-
RESPONSE TO
CALLS FROM
SUPERVISOR

If an employee in a key position is found not to have responded to cellular phone calls from their immediate supervisor (documented at minimum of three times), this employee may have their allowance revoked by the Superintendent.