

6014.

POLICY ON CELLULAR TELEPHONE USE

Reference: Vehicle Code Sections 12810.3, 23123, 23124  
Internal Revenue Code (I.R.C.) Sections 274 (d)(4), 280 (d)(4)

The Superintendent-President or designee shall determine if it is in the best interests of the District to provide a cellular telephone at District expense or to provide an allowance to employees required to use their personal cellular telephones on a regular basis on district business.

The District shall require employees to keep records to distinguish between business and personal calls made on cellular telephones provided by the District. Cellular telephones provided by the District are classified by the Internal Revenue Service as “listed property” and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use cellular telephones while operating District vehicles or their personal vehicles on District business without a hands-free listening device, and shall comply with all requirements of California law regarding the use of cellular telephones in vehicles. Violations of this policy are the sole responsibility of individual employees, and not the District.

Adopted: June 23, 2009

