

MENOMINEE INDIAN SCHOOL DISTRICT

522.41

MISD Wireless Communication Usage and Reimbursement Policy

The Menominee Indian School district intends to utilize wireless communication technology to maximize the opportunities for certain authorized staff to conduct district related business outside of normal work hours and or beyond the workplace environment.

MISD recognizes that certain staff must to be accessible and or needs access to district information up to 24 hours a day. The district intends to minimize the ownership of wireless communication devices. To encourage the use of personal wireless communication devices the district will provide a monthly reimbursement to authorized individuals for agreeing to use their device for business purposes. MISD may purchase wireless communication devices for certain employees and/or for certain emergency or event situations. These wireless devices are not to be used for personal purposes.

Business Reimbursement Guidelines for Personal Wireless Devices

- 1) MISD must first authorize the employee to use his/her personal wireless communication device to conduct MISD business.
- 2) MISD will determine if the employee will receive a reimbursement based on voice only or voice and data services.
- 3) An authorization form shall be signed by the employee and supervisor and a copy retained by the Business Office. The authorization form will identify the employee, the employee's wireless device number, the reimbursement amount (voice only, voice and data), and include a copy of the employee's personal wireless device statement (to provide evidence of the wireless device plan).
- 4) The employee will receive a monthly reimbursement by direct deposit. No checks will be processed. If the employee does not agree to direct deposit then he/she will not be eligible to receive a monthly reimbursement.
- 5) The employee is responsible for turning in the first page of his/her wireless communication device bill to document that the employee still has the cell phone to the Business Office every month.
- 6) The monthly reimbursement will begin the month following the approved reimbursement authorization.

- 7) The employee and/or supervisor is responsible for notifying the Business Office if the employee no longer is required to use a wireless device for MISD business.
- 8) The monthly reimbursement shall not exceed the cost of the employee's monthly wireless device plan.
- 9) MISD reserves the right at any time to cease paying the reimbursement. In such case MISD will notify the employee in writing that the employee will no longer receive a reimbursement.
- 10) The MISD School Board will set the reimbursement rates at a regularly scheduled Board of Education meeting. The MISD School Board has the right to adjust and/or eliminate reimbursement rates at any time.
- 11) The employee must agree to provide the cell phone number to appropriate staff and or staff directories (ie snow chain etc.)

CROSS REF: 671.1 Expense Reimbursement
 671.1 Rule – Guidelines for Expense Reimbursement

APPROVED: April 15, 2013