

HANCOCK CENTRAL SCHOOL**Cellular Telephones Regulation**

Effective March 13, 2017 the following positions are authorized for district-owned cellular telephones:

- Superintendent (1)
- PreK-12 Principal (1)
- Director of Pupil/Personnel Services (1)
- Business Manager (1)
- Athletic Director (1)
- Head Bus Driver (1)
- Building Maintenance Mechanic II (1)
- School Lunch Manager (1)
- Computer Support Technician (1)

District cellular telephones are provided for business purposes only. Employees will reimburse the District for cellular telephone charges incurred that are of a personal instead of business nature. Reimbursement will occur no later than fifteen (15) school days after the District's notice of such personal charges to the employee.

Should the District decide to reimburse an employee for the cost of their cellular telephone contract in lieu of entering into a contract, it shall do so at a rate of up to and including \$50.00 per month, and such employee shall submit to the business office a copy of their cellular telephone contract according to the procedures established by the Business Manager. Upon verification of such contract by the business office, the employee shall be reimbursed for the cost of such contract at a rate of up to and including the aforementioned amount.

Adopted: 2/27/2006; revised: 03/13/2017