

# Mayne Island Improvement District

## Cell Phones and Long-Distance Calling Policy

### BACKGROUND

The District may provide cell phones and service for employees who require them because these employees are often away from accessible land line and/or these employees are on call or are required to be accessible for District business when off duty. The employees have permanent possession of the cell phones. The telephone company charges for incoming and outgoing calls after the purchased plan maximum has been reached. District employees have found from time to time that it is necessary to make unavoidable personal long-distance telephone calls or use the fax machine.

### GOAL

To establish the criteria under which the District will realize the most cost efficiency from the operation of the cell phones and recovery for personal long-distance charges from the District's telephone system.

### OBJECTIVE

1. To discourage unnecessary use of cell phones by encouraging employees not to use them during chargeable peak periods.
2. To require that employees who make personal long-distance phone calls use their calling cards, third party billing or make the calls collect.
3. To seek reimbursement for personal long-distance calls made to or from a cell phone, landline system or fax machine.

### GENERAL

1. At the discretion of the Trustees or their designate each employee shall reimburse the District for all billed personal long-distance calls made or received on any District-owned telecommunications equipment.
2. It is the responsibility of the employee to keep a log of such calls, to obtain from Accounts Payable the costs after each billing period, and to remit them to the administrative assistant immediately thereafter.
3. The cellular plan is intended to increase communication between staff 24-7 for fire related business.
4. While an employee is on Improvement District business long distance charges may be incurred and limits may be set by the Trustees or their designate.

### CELL PHONE ISSUE

Each career Fire Service employee may be issued a cell phone / smart phone with a call plan along with a data plan. The cell phone model shall be the discretion of the Trustees or designate.