

ISSUANCE OF CELL PHONES TO EMPLOYEES

Any employees issued a cell phone purchased by the Bartlett School District for work related use will adhere to the following conditions:

1. It is the employee's responsibility to keep and maintain the phone that was issued to them.
2. It is the employees' responsibility to assure that the phone is properly charged at all times.
3. It is the employee's responsibility to have the phone with them when engaging in a work related activity.
4. The phone is for work related phone calls only; employees cannot use the phone for their own personal use.

Adopted by Bartlett School Board – February 1, 2005