

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Cell Phones**

**ADMIN 2-715**

**BOARD**

**SECTION: 700 – Fiscal Management**

**Approved: 05/10/07**

**Revised: 02/10/11**

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## **POLICY**

The Daniel Boone Regional Library (DBRL) may at its discretion supply cellular phones to specific individuals authorized by the Executive Director, and/or may reimburse personal cell phone charges made for library business. DBRL may supply such services and equipment at a rate necessary to cover DBRL business use. Personal use of a library-provided cell phone should be kept at a minimum so that business use is the primary use of the phone. If employees elect to request to be reimbursed rather than have equipment supplied, or the employee's cell phone use is not enough to warrant library equipment, they may submit reimbursement requests to the Executive Director for approval. The Executive Director will follow the procedures stated below.

DBRL values the safety and well-being of all staff operating its commercial vehicles. DBRL staff are required to comply with Missouri State Statutes regarding the use of cell phones or other wireless devices while operating library vehicles. Section 304.820 of the Missouri Revised Statutes (RSMo) requires that no person shall operate a commercial vehicle while using a handheld mobile telephone or using a wireless communications device to send, read, or write a text or electronic message unless one of the following exceptions is met by a staff member using a handheld electronic wireless communication device to:

- Report an illegal activity;
- Summon medical or other emergency help; or
- Prevent injury to a person or property.

All employees are asked to make personal cell phone calls during breaks and meal periods and to ensure friends and families are aware of this request.

DBRL will not be liable for the loss of a personal cell phone brought into the workplace.

## **PROCEDURES**

The Executive Director or designee will determine if the personal phone service was used to conduct work-related business, and may ask for documentation of costs incurred.

1. Reimbursement to employees for cell phone calls for business may be allowed for the following:

- a. Home area airtime rate at the per-minute rate for that call identified on the “call detail” of the invoice. Employees will not be reimbursed for business calls included in the free minutes of the rate plan unless the call causes user to exceed the free minutes of the rate plan.
- b. Itemized long distance at the rate indicated on the “call detail” invoice.
- c. Roaming air time charges at the per-minute or monthly rate identified on the “call detail” of the invoice.
- d. Texting charges if made for business purposes and clearly identified on the “call detail” of the invoice. The “call detail” must prove an additional charge to the threshold of the covered plan to be eligible for reimbursement.

All cell phone reimbursement requests approved by the Executive Director will be sent to the Chief Financial Officer (CFO) for payment in accordance with the procedures of Policy 2-707 Warrants and Disbursements of Funds.

All cell phones that are purchased by DBRL are the property of DBRL. The staff member is responsible for ensuring the appropriate use, security and safekeeping of the phone.

DBRL may monitor the staff member’s use of DBRL-owned cell phones. Signs of potential misuse will be brought to the attention of the staff member’s supervisor. Failure to comply with this policy will result in one warning. A second violation will lead to notification of the staff member’s supervisor for appropriate disciplinary action, including suspension or termination of employment. DBRL reserves the right to deduct from the staff member’s paycheck any monthly charges that are in excess of the monthly consumption target due to personal use, or if the staff member damages, loses or does not return the DBRL-owned cell phone.