

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**SUBJECT: Cellular Phone Reimbursement**

The County Office of Education understands that cellular phones and other mobile communications devices are an efficient and important method of conducting County Office of Education business and can help to ensure the safety and security of staff, students, and others, as well as helping to protect County Office of Education property.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 4040 - Employee Use of Technology)  
(cf. 5131 - Conduct)

The County Superintendent of Schools or designee shall determine, in accordance with administrative regulation, whether an employee needs a cell phone and/or other mobile communications device in order to perform his/her job responsibilities.

(cf. 3542 - School Bus Drivers)  
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>