

EMPLOYEE PHONE ALLOWANCE

Employees may receive a monthly allowance for the use of a cellular telephone or smartphone if it is warranted for District business. The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone in conjunction with district business. Board of Trustees may be reimbursed for their actual cellular telephone/smartphone expense.

Motor vehicle drivers shall not use cellular telephones while operating their vehicles without a hands-free device and shall comply with all requirements of California law regarding the use of cellular telephones in vehicles.

Employees' business activity on their personal phones is subject to public records acts requests. When any such public records act request is received, the District shall follow *Board Policy and Administrative Regulation 3004 – Public Records*. In accordance with that policy and regulation, the employee will be notified and must respond to the request within the prescribed timelines.

References:

Vehicle Code Sections 23123 and 23124