

USE OF PERSONAL OR DISTRICT-OWNED TELEPHONES

For the purpose of conducting official business for the Contra Costa Community College District, employees will occasionally use a personal or District-owned telephone. The following procedures apply to requests for reimbursement of personal expense or for employee reimbursement to the District for the use of telephones.

Reimbursement to Employee

When an employee uses a personal telephone or cellular telephone for District business, the billing from the telephone or cellular company will be attached to an employee expense claim form to document the actual cost. The employee claim will be made monthly for the cost of the specific-call(s). Reimbursement will not be made for the normal monthly cost of the service.

An employee whose position requires him or her to be on-call by cellular telephone to conduct District business shall be reimbursed an amount of \$15.00 per month. The reimbursement shall be approved by the Chancellor, Vice Chancellors, or college President.

Certain employees require frequent national or international travel or must be available to the public 24 hours per day. In these cases, the District will purchase the cellular telephone and pay the monthly service. Positions that qualify for this shall be approved by the Chancellor.

Reimbursement to the District

Employees are not expected to normally make personal calls using District equipment. There will be occasions when calls are received or made that are not necessary business telephone calls. In such instances, the employee is expected to make reimbursement to the District for the actual cost of the personal calls made on a District telephone. No reimbursement to the District will be required for monthly amounts less than \$5.00.

If a job requires regular and substantial use of one's cellular phone as well as being on call regularly, the Chancellor may make an exception to this procedure.