

Procedure for the Issuance and Usage of Anderson County Schools Wireless Telephones

Purpose:

To provide specific guidance on the procurement, issuance, service and management of wireless telephones for Anderson County Schools. This procedure applies to all wireless telephones procured and used by Anderson County Schools personnel.

Directive:

1. Wireless phones purchased by Anderson County Schools shall be used only for conducting Anderson County School business expressly authorized by Department Head or Principal. Wireless phones are provided in support of an employee's assigned work duties and school safety. Use of county wireless phones in violation of this policy constitutes misappropriation of Anderson County School assets and misuse of government property, which may be subject to appropriate discipline.
2. Individuals who accept assignment of wireless phones for Anderson County School are individually accountable for the equipment's use and charges. Wireless phone charges will be kept to the minimum amount necessary to conduct school functions efficiently. Wireless phone contract rates are based on an amount of minutes. If an individual exceeds the amount of minutes that is established in the contract, he or she is responsible for reimbursing Anderson County for charges that are incurred based on the over usage. Checks should be made payable to Anderson County Schools and submitted to the Office of Technology with an approved copy of the itemized and detailed bill. The employee is not responsible for roaming charges if the call, associated with the charges, falls under the guidelines set forth in this policy. The Department Head or Principal will be responsible for monitoring monthly charges and ensuring that the county receives reimbursement for the amount that is over the contract amount. If the employee believes that the minutes used in excess of the set minutes were used under the guidelines of this policy, then he or she may send written justification to the Director of Technology or his/her designee, who will in turn, submitted the documentation to the Director of Schools who will determine final approval of waiving the charges.
3. Wireless telephones will be budgeted in each department on a separate accounting code.
4. Each Department Head or Principal is responsible for the wireless telephones for his or her department and is responsible for reviewing the usage on a monthly basis, to ascertain the reasonableness of the: a) calls, b) charges, c) aggregate time of usage, and, d) the necessity of the individual or position having a wireless telephone. This analysis will be conducted to ensure that the charges associated with wireless phone usage are absolutely necessary to efficiently conduct school business.
5. The County Executive or his/her designee will compile a monthly report to be submitted to the Operations Committee containing all monthly charges, by department, and in instances of high usage, by individuals. Such report, as a minimum, will contain the necessary historical data to track cost and usage trends with appropriate explanations.
6. The County Executive or his/her designee will meet with all Elected Officials and Department Heads who have wireless telephones under their control on a periodic basis, but no less than quarterly. The meeting will be conducted to review overall county usage with the intent of implementing actions to reduce the County's cost to an absolute minimum. The Operations Committee will be advised of such meetings and the steps taken therein. It is preferred that this information be formally included in the appropriated monthly report as specified in Paragraph 5 above.
7. The Office of Technology shall frequently, but no less than annually, review all costs associated with wireless phones. From such reviews he or she shall aggressively seek the lowest costs contract(s) for the district. The Technology Director shall merge, combine or divide school district Wireless Phone Contracts as needed to minimize total cost. E-rate will be applied when possible to reduce the total cost.

Requesting a Wireless Phone

1. All requests for wireless telephones should be submitted on a Request for Wireless Telephone/Pager form (see attached) and must be approved by the Director of Schools.

2. Requests for wireless telephones must be submitted to the Director of Technology. All wireless telephones and packages will be negotiated through the Technology Department according to the guidelines established. It is mandatory that each contract include detailed billing, which will consist of a list of all incoming and outgoing phone calls, the length of each call and the charge per minute for each call subject to Paragraph 7 above.
3. Wireless phone bills will be mailed to the Office of Technology and or the Department Head and paid in the School Accounting Department according to the package plans negotiated through the Technology Department. If a wireless phone contract was established before the creation of this policy, the person who entered into the contract is responsible for contacting the providing company and requesting detailed billing including a list of all phone calls made and received subject to Paragraph 7 above.
4. Employees and County officials must sign a payroll deduction form as a condition precedent to being assigned a County wireless phone. Employees assigned a County wireless phone at the time this policy is enacted will also be required to sign a payroll deduction form as a condition precedent to continued assignment of a County wireless phone. In the event an employee's employment is discontinued, the signed payroll deduction form will constitute consent to withhold any County wireless phone overcharges from his or her final payment of wages.

Maintenance of Wireless Phone

When a wireless phone requires service or repair, charges may be incurred that are not covered in the service agreement. The Technology Department must be notified of any service or repair to insure that bills are properly recorded and paid. All service agreements will be kept on file in the Technology Department.

Auditing of Wireless Phone Use

1. Anderson County reserves the right to conduct audits on all wireless phones issued for the purposes of detecting noncompliance with this policy and assessing the fiscal propriety of a particular wireless phone plan. The determination of fiscal propriety of a particular wireless phone plan will be a cost benefit analysis considering the price of the plan in relation to the number of minutes needed by the individual wireless phone holder.
2. Audits may be either random or for cause.
 - A. Random audits of all wireless phones will generally be conducted by the Accounts and Budgets Department on a quarterly basis. However the county reserves the right to conduct random audits at any time. Department Heads or Principals will be required to provide justification as to County business for all calls audited.
 - B. Audits for cause will result when circumstances surrounding the use of a particular phone would lead a reasonable person to believe that such phone has been misused.

Turning In a Wireless Telephone

When wireless telephone usage is no longer required the Department Head or Principal must return the wireless telephone to the Technology Department.

Enforcement of Wireless Phone Policy

1. Employees found in violation of this policy will be subject to adverse employment actions in accordance with the personnel policy of their department.
2. Employees found in violation of this policy will be required to repay to the County the cost charged to the County.
3. The county reserves the right to take legal action to recover any costs wrongly incurred by the county due to an employee's violation of this policy.
4. If the individual is not reimbursing the County for the excess amount, the wireless phone will be confiscated and the Technology Director will cancel the contract.