
CLOVIS UNIFIED SCHOOL DISTRICT

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Accounting and Reporting

DISTRICT MOBILE DEVICE USE/REIMBURSEMENT

Employee Obligations and Responsibilities

All employees using District-provided mobile devices or receiving an allowance for the use of their personal devices for District business shall comply with Board Policy No. 3513.1 and this administrative regulation. To receive allowances for mobile devices, employees shall be in a position that is designated on Exhibit 3513.1(1) or be approved by the Superintendent or designee to receive an allowance pursuant to a completed and signed Allowance Agreement for Mobile Device Service” (Exhibit 3513.1(1)).

Employees are expected to abide by all laws regarding the use of a mobile device when driving a motor vehicle.

District Mobile Device Allowance/District-Provided Mobile Device

An employee, whose position is designated on Exhibit 3513.1(1) or who has been approved pursuant to a completed and signed Allowance Agreement for Mobile Device Service, shall receive an allowance pursuant to Option 1 below unless the District has issued him/her a District-provided mobile device pursuant to Option 2 below. An employee who has been issued a District-provided mobile device is not entitled to the allowance in Option 1.

A. Option 1 – District Mobile Device Allowance

Each employee who receives a District mobile device allowance shall purchase his/her own mobile device and monthly service plan. The employee will receive a monthly allowance of \$90.00 for both data and voice, prorated where the employee is not in a designated or approved position for the entire month. The allowance will be taxable for personal income tax purposes. The mobile device and service plan are at the employee’s expense and all monthly payments, overages and other charges will be the responsibility of the employee. There will be no District issued Purchase Order for the mobile device or the service plan. Any variances from the above allowance require the written approval of the Superintendent or designee.

Allowances for employees whose positions are not listed on Exhibit 3513.1(1) require that an Allowance Agreement for Mobile Device Service (Exhibit 3513.1(2)) be completed, signed, and approved before any allowances are paid. All allowances paid to employees for a site/department will be funded by the site/department. No retroactive payments will be allowed or made for any amounts that were incurred before the allowance effective date stated on the Allowance Agreement for Mobile Device Service or before a position has been designated in Exhibit 3513.1(1).

The Superintendent or designee may, from time to time, verify that the employee’s mobile device contract is active.

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B. Option 2 – District-Provided Mobile Device

If an employee has been approved to carry a District-provided mobile device, a District-provided mobile device will be issued to the employee and the employee will not receive any allowance or reimbursement for mobile device service.

Adopted: 05/14/2008

Reviewed: 12/20/2010

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