

CELLULAR TELEPHONE / SMARTPHONE ALLOWANCE

The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone allowance in conjunction with District business.

I. BOARD OF TRUSTEES

The SOCCCD Board of Trustees may be reimbursed for their District business use of a cellular telephone. Requests for reimbursement shall be submitted to the Chancellor. The reimbursement shall not exceed \$65 per month.

II. EMPLOYEES OF THE DISTRICT

The Chancellor/College Presidents/Provost may designate employees to receive a monthly allowance for the use of a cellular telephone or smartphone. The allowance shall not exceed \$65 per month for a cellular telephone or \$130 per month for a smartphone. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR 3340.

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

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

Adopted: 10-26-04

Revised: 7-19-05

Revised: 10-27-08

Revised: 6-22-09

Revised: 12-07-09