

EMPLOYEE PHONE ALLOWANCE

Employees, other than management team members, 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 regulations relating to an allowance for the use of a cellular telephone/smartphone in conjunction with District business not to exceed the limits established in Administrative Regulation 6450 *Employee Phone Allowance*.

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.

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 3300 *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 12810.3, 23123, and 23124
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)