



## CLOVIS UNIFIED SCHOOL DISTRICT

### Cell Phones

#### STANDARD OPERATING PROCEDURE NO. 501 Effective September 15, 2003

#### **Initiated by: Michael P. Johnston**

The District currently uses Nextel Phones/Radios for communication purposes. The determination of who will be assigned a Nextel requires the site or department supervisor's approval.

Phones that are approved will be the responsibility of each site or department budget.

#### **DETERMINATION OF BASE:**

With the issuance of these devices, a base plan will be determined for the user. The base plan will be determined on the amount of business use needed. The user and the employee's supervisor will determine the base plan. The base plans will also be reviewed by the Purchasing Department and plans that may appear to be excessive will be addressed. The site or department and user should reevaluate base plans annually to determine plan adjustments at that time. Attached is a list of plans that have been established for Clovis Unified School District.

#### **PLAN UPGRADES FOR PERSONAL USAGE:**

Since the monthly plans are established based on business use no personal calls should be made unless you choose to upgrade and pay for a plan above the base plan that has been established. Upgrades will be allowed at time of issuance of the phone and annually during an open update period, June 1st to June 20<sup>th</sup>, for service beginning July 1<sup>st</sup> of the new school year. If an employee chooses to upgrade their plan the difference between the base plan and the upgraded plan must be processed through Payroll as a voluntary deduction (form attached).

#### **BILL REVIEW:**

The user is responsible to stay within the limits of their plan. The user should review usage on a regular basis to insure adherence. Supervisor and department heads must work with their staff to maintain compliance with plans.

NEXTEL PHONE/RADIO PROGRAM  
PROCESS  
DISTRICT FUNDED UNITS

***Acquisition of Unit/Services:***

1. Employee/site initiates on-line requisitions, one for service and one for unit. Employee fills out both CUSD/Nextel agreement and payroll deduction form and sends to purchasing.
2. Purchasing verifies payroll deduction form amount matches agreement and P.O. then forwards payroll deduction form to payroll. Copy of purchase order goes to accounting.
3. Purchasing then places the order with equipment to be delivered to the warehouse.
4. Payroll initiates payroll deduction for employee.
5. Accounting uses purchase order info to update Nextel spreadsheet for posting payroll amounts withheld back to sites.
6. When equipment arrives - warehouse receives it & delivers it to technology.
7. Technology schedules time to program employee's computer. Nextel trains employees on Nextel unit.

***Cancellation of Unit/Services:***

1. When employee leaves or cancels service they work with purchasing to cancel the purchase order and fill out the cancellation form for their payroll deduction.
2. Equipment is turned in to purchasing.
3. Purchasing will forward payroll cancellation form to payroll once service has been canceled. Payroll will terminate deduction from employees pay on the regularly scheduled payday.
4. It will be the responsibility of the sites/departments to verify employees who exceed their allocated minutes reimburse the sites/department budget. Sites/departments will receive detail invoice copies direct from Nextel for this purpose.
5. Those payments from employees collected by the sites/departments are forwarded to accounting along with the purchase order number or phone number being reimbursed.

# NEXTEL<sup>®</sup> RATE PLANS - September 2003

Level 1:	Base Plans												
Level 2:	Out of Office Occasionally												
Level 3:	Out of Office Regularly												
Level 4:	Never in Office												
Radio Only:	Nextel Radio Staff Communication ONLY												

NEXTEL RATE PLANS	CUSD Qualifying Position Level	CUSD 10% Discount Price	Cellular Minutes	Service Agreement	Cell Overage	Direct Connect <sup>SM</sup> Minutes <sup>2</sup>	Direct Connect <sup>SM</sup> Overage <sup>12</sup>	Nationwide Direct Connect <sup>TM</sup> Access <sup>**</sup>	Min. That Share	Night & Weekends <sup>4</sup>	Domestic Long Distance <sup>5</sup>	Voice Mail	Caller ID
National Free Incoming 400 Plan	Level 2	\$56.69	400	Two-Year	40¢	Unlimited <sup>3</sup>	n/a	10¢/min per participant	No	0	Included	Included	Included
National Free Incoming 600 Plan	Level 3	\$66.14	600										
National Free Incoming 800 Plan	Level 4	\$85.04	800										

National Shared Value 300 Plan	Level 1	\$37.79	300	One-Year	40¢	250	15¢	10¢/min per participant	Both	3,450 <sup>8</sup>	Included	\$1	\$1
National Shared Value 500 Plan	Level 2	\$47.24	500			250				4,250 <sup>8</sup>			

Government Local Share 100	Radio Only	\$23.61	0	One-Year	20¢	100	15¢	10¢/min per participant	DC	250 <sup>8</sup>	15¢	Included	Included
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### PROMOTIONAL PLAN

Instant Nationwide Connect 1000	Level 2	\$58.79	1,000	One-year	40¢	Unlimited <sup>7</sup>	n/a	Unlimited	No	Unlimited	20¢	\$1	\$1
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Instant Connect 5000 Plan	Level 1	\$37.79	500	One-Year	40¢	Unlimited	15¢	10¢/min per participant	DC	Unlimited	20¢	\$1	\$1
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Note: If Instant Connect 5000 is adequate for District plan and personal use the employee may opt to contribute \$10 per month towards this plan to allow for personnel usage

Additional Services	Monthly Fee												
Unlimited Nationwide Direct Connect <sup>TM</sup> Access	\$10												

**\*Nextel imposes a Federal Programs Cost Recovery (FPCR) fee of \$1.55 or \$2.83. The FPCR is not a tax or government required charge. The fee is charged for one or more of the following: E911, number pooling and wireless number portability.**  
**Share Key: Both = cell and DC, Cell = cellular only, DC = Direct Connect only, No = Does not share \*\* Nationwide Direct Connect** calls are charged to the call initiator, use Direct Connect minutes in your plan and incur an additional access charge of either (i) 10¢/min, multiplied by the number of participants, or (ii) a monthly flat fee for unlimited access. Requires a data-capable phone. Nationwide Direct Connect does not apply to Group Connect.  
<sup>1</sup>One second rounding applies after the first minute. <sup>2</sup>All Direct Connect minutes round to the second. <sup>3</sup>Plans do not include Group Connect. Group Connect calls are 15¢/minute per participant. <sup>4</sup>Night & weekend hours are Monday-Friday from 9pm - 7am & from 9pm on Friday through 7am on Monday. <sup>5</sup>Unlimited Night & weekend minutes can be purchased for \$10/month. Night & weekend minutes do not share between plans. <sup>6</sup>No additional charge for Domestic Long Distance. <sup>7</sup>Customers cannot purchase the National Shared Value Add-On plan as a stand-alone plan. A customer must purchase at least one National Shared Value 300 or 500 plan to purchase the Add-On plan. <sup>8</sup>Alternate Line Service Plans cannot be used for primary line service. <sup>9</sup>No charge for overage. <sup>10</sup>Direct Connect minutes share with like plans. <sup>11</sup>Overage rate for Group Connect 250 plan is based on Direct Connect overage rate defined by the primary rate plan. <sup>12</sup>Additional text messages are 15¢ each. <sup>13</sup>Direct Connect and Group Connect charges are calculated by multiplying the minutes of use, number of participants, and the applicable rate. <sup>14</sup>Includes unlimited email and web access.





**CLOVIS UNIFIED SCHOOL DISTRICT  
NEXTEL PHONE/RADIO PROGRAM  
EMPLOYEE AGREEMENT/TRAINING VERIFICATION**

The Clovis Unified School District (CUSD) is pleased to present you with this Nextel phone/radio. It represents our trust in you and your empowerment as a responsible agent.

Your signature below is verification that you have read the Standard Operating Procedure (SOP) No. 501 and agree to comply with it as well as the nine (9) responsibilities listed below. This form also acknowledges that you have received the CUSD Nextel phone/radio.

1. I have received and understand the SOP provided for the CUSD Nextel phone/radio usage.
2. I understand the Nextel phone/radio base plan is for District use only. Personal usage requires a plan upgrade to allow for personal time. Any plan upgrades over the base plan is to be paid by me to the District through voluntary payroll deduction.

Type	Plan Name	CUSD Plan Price	Cell Minutes	Cell Overage	DC Minutes	Nation Wide Connect	Nights & Weekends	2 Way Messaging	Voice Mail	Caller I.D.
(Employee Funded)										
(District Funded Base)										

\$  Difference is amount payable through payroll deduction

3. If the cell phone is lost or stolen, I will immediately notify the District's Purchasing Department.
4. I agree to surrender the phone/radio immediately upon termination of employment, whether for retirement, voluntary or involuntary and pay any outstanding personal charges when due.
5. I understand the phone/radio is issued in the District name with my name/position listed as part of the network. I am considered responsible for any and all calls against the phone/radio.
6. All charges will be billed to and paid by CUSD. Any upgrades over my base plan are to be paid by me.
7. As the phone/radio is District property, I understand that I may be periodically required to comply with internal audit control procedures designed to protect District assets.
8. I understand I will receive a monthly invoice from **Nextel** on a monthly basis and I am responsible for staying within the limits of my plan.
9. I understand the phone/radio is not necessarily provided for all employees. My cell phone/radio may be revoked based on change of assignment or location. I understand that the phone/radio is not an entitlement nor reflective of title or position.
10. I understand that it is a **long distance call if anything other than the following area codes are dialed AND if placing a call outside of these area codes to any number:** (209) Merced, (530) Placerville, (916) Sacramento, (775) Reno, (559) Fresno/Clovis, (661) Bakersfield, (707) Santa Rosa.  
I will be responsible for long distance calls to any area code other than the area codes noted above.

Employee name (please print): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**CLOVIS UNIFIED SCHOOL DISTRICT  
NEXTEL/CUSD  
VOLUNTARY DEDUCTION AGREEMENT**

**Employee Information:**

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- Please initiate the following deduction to “Nextel/CUSD”  
Effective with my \_\_\_\_\_ payroll check.

**Deduction Information:  
(Complete one of the following)**

- **Initiate new voluntary deduction**  
Please deduct the amount of \$ \_\_\_\_\_ per pay period
- **Change voluntary deduction amount**  
Please change the amount of my voluntary deduction to \$ \_\_\_\_\_
- **Discontinue voluntary deduction**  
Please stop my voluntary deduction in the amount of \$ \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

<p><b>Purchasing Use Only:</b></p> <p><input type="checkbox"/> Services have started effective _____</p> <p><input type="checkbox"/> Services have been cancelled effective _____</p> <p>Authorizing Signature _____ Date _____</p>
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