## Cell Phone Request for Reimbursement

Mill Valley School District

## Name \_\_\_\_\_ Please Print 411 Sycamore Ave School Site: Mill Valley, CA 94941 Ph: 415-389-7700 Position: Fax: 415-389-7773 **Expense: Cell Phone Use (CSEA Article 8.11) Date** Cost Prorated by FTE Total Employee Signature: Date: \_\_\_\_\_ Date: Supervisor Signature: 8.11 - Reimbursement for Use of Employee Owned Phones When employees in identified classifications utilize their personal cell phones for the business of the District, those employees shall be reimbursed upon request at a rate of \$40/month prorated by FTE. Employees will be expected to answer and respond during their scheduled work hours as soon as practicable. Custodial staff are expected to carry a school radio during the entirety of their work shift. Classifications which qualify for this reimbursement are: Administrative Assistant - Middle School; Administrative Assistant - Student Services (Middle School); Courier: Health Specialist; Custodian Vendor # Account Code: \_\_\_\_\_ District Office Approval \_\_ Date: