


**MEMORANDUM**

February 17, 2012

TO: Employees Assigned District Wireless Communication Devices

FROM:  Jaime G. Torrens, Chief Facilities Officer  
Office of School Facilities

**SUBJECT: MANDATORY ELECTION OF CELLULAR TELEPHONE USE OPTION**

In order to improve accountability for cellular telephone services, procedures for personal use of District-issued phones have been revised. Based on your job duties, you have been assigned a cellular telephone or Blackberry device for official business use; therefore, you must now select one of three voice service options described below.

**OPTION 1**

The District's new wireless service bid provides a flat rate of \$38.00 per month for unlimited voice, text messaging and digital media transmission. Consequently, one of the options now available to employees with District-issued cell phones is to pay the full \$38.00 per month via payroll deduction. Employees selecting this plan will have unlimited access to voice and text messaging services for personal use and no itemized call/transaction records will be provided or available. For employees who select this option and have a District-issued Blackberry, M-DCPS will continue to pay for the e-mail/data portion of the service.

**OPTION 2**

Some employees with District-provided cellular phone service have indicated that they would prefer to use their personal wireless device for business use. Consequently, the option for such employees is to discontinue the District-paid voice service and use their personal device (at their expense) for business calls.

**OPTION 3**

A third option applies to employees that will not use their District-issued device for any personal calls. These individuals will certify that they will participate in a Business Use Only plan. Itemized bills will be provided, the employee will be required to review monthly call detail records and these records will remain subject to periodic audit. If a personal call is made or received, the employee must reimburse the District at a rate of \$1.00 per minute.

Your cellular plan option election will be in effect from March 1, 2012, through the end of the 2012-13 school year; plan changes will not be allowed unless an employee changes

positions during the year. For employees electing the flat-rate unlimited plan, automatic payroll deductions are scheduled to begin in April 2012, thus monthly deductions for March 2012 commence at that time. In the event the automatic deduction plan feature is not operational by April 2012, an interim reimbursement procedure will be announced.

Please visit the link below by Friday, February 24, 2012, to make your cellular plan election.

<http://surveys.dadeschools.net/WirelessCommunicationOption.htm>

Additionally, the following link directs you to frequently asked questions which may help to inform your plan choice decision.

<http://communications.dadeschools.net/mobiledevicefaqs.asp>

If you have questions or require additional information related to wireless communication services you may contact Ms. Persephone Taylor, Director, District Communications Management, or Mr. James Dillard, Inspections Officer, District Inspections, Operations, and Emergency Management, at 305-995-1550.

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cc: Mr. Alberto M. Carvalho  
Superintendent's Cabinet  
Mr. James Dillard  
Ms. Deborah Karcher  
Ms. Connie Pou  
Ms. Odalis Garces  
Mr. Mark E. Zaher  
Ms. Persephone Taylor