

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
ONONDAGA-CORTLAND-MADISON COUNTIES**

In accordance with Board of Education Policy 4340, employees may choose to use the BOCES cell phone for reasonable personal use and will pay an annual fee for such use. The annual fee will be divided and paid through payroll deductions over 20 pay periods beginning September 15, 2024 OR however many pay periods left to June 30, 2025.

Employee Name (please print):

Position:

Cell Phone Number (if known at this time)

Please select one of the personal use options below:

PERSONAL USE FORM

I elect NOT to use the BOCES cell phone for personal use (sign below and return)

I elect to USE the BOCES cell phone for reasonable personal use in 2024-2025 and agree to reimburse BOCES at the rate appropriate for my assigned cell phone as designated below. I agree that the annual fee will be deducted from my paycheck over 20 pays OR the number of pays remaining to June 30, 2025 (select level below, sign and return).

Annual fee for personal use

Basic cell phone with unlimited text messaging: \$144 (\$7.20 per pay period)

iPhone: \$150 (\$7.50 per pay period)

Signature: _____ **Date:** _____

Return completed form to Libby Buselli via email at ebuselli@ocmboces.org or via interoffice mail at OCM BOCES, Main Campus-Business Office or PO Box 4754, Syracuse, NY 13221