

Cell Phone Stipend Form

Employee ID _____
Employee Name _____
Job Title _____
Dept Name _____
GL Account # _____
Phone # _____
Carrier _____
Start Date _____

Agreement Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to compensate for business-related costs incurred when using their individually-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. The cash subsidy will be \$40.00. The College will review and set the stipend amount on an annual basis. For more information, read the complete *Cell Phone Stipend Agreement*.

(https://swtjc.edu/documents/business_office/cell_phone_stipend_agreement.pdf).

Employee Responsibilities

- 1) Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
- 2) Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas, such as on campus and/or at home as required by the department.
- 3) Maintain an active service contract for the duration of the stipend.
- 4) Promptly report any cell phone number or plan changes, as well as if a phone is stolen or missing.
- 5) Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, records retention requirements), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- 6) Delete all College data from the cell phone when employment with the College is severed, except required to maintain the data in compliance with a litigation hold notice.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Agreement and my responsibilities under the agreement. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I understand that Southwest Texas Junior College is not responsible for the business use of my personal cellular device.

Employee Signature

Date

Supervisor Signature

Date

Vice President Signature

Date