

USE OF PERSONAL CELLULAR TELEPHONE FOR COLLEGE BUSINESS AGREEMENT

I certify that the following statements are true:

The employee's job responsibilities require the ability to communicate by telephone frequently and access to a college or personal telephone may not be readily available

AND/OR

The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of college property or safety of students and staff.

Supervisor Signature/Date

I choose to elect the following:

- ☐ To carry my personal cell phone for use to conduct College business, as well as for my own use and I will be reimbursed at the rate of \$15 per semi-monthly pay period (\$30 monthly). This stipend will be subject to payroll taxes as a supplemental benefit of employment. I agree to comply with the following rules:
 - To obtain and maintain in good standing a private cellular service with a local telephone number
 - To use my personal cellular telephone for required College business
 - To make my personal cellular telephone number available to the College for appropriate distribution to those who need to have access to me for business purposes
 - To keep my cellular telephone charged and in good repair and turned on during work hours and at other times when it is necessary for College business purposes. It is understood that I may be required to disable my cellular telephone ringing during meetings, conferences, and when it would otherwise interfere with my ability to complete my other work responsibilities
 - There is no restriction on the use of my personal cellular telephone for personal business, except that I may not use it for personal business during work hours or if such use interferes with my ability to complete my work responsibilities
 - To the extent possible, personal cellular telephones should not be used for conversations involving College information of a confidential nature
- ☐ DATA PLAN (Optional) To use my personal cell phone and associated data plan for accessing Internet and other web resources to conduct college business, as well as for my own use and I will be reimbursed additionally at the rate of \$15 per semi-monthly pay period (\$30 monthly). The stipend will be subject to payroll taxes as a supplemental benefit of employment.

I understand that assignment of a monthly cellular phone allowance for any employee is at the sole discretion of the college.

Employee Name

Employee L Number

Employee Signature/Date