



OGLETHORPE UNIVERSITY

Cell Phone Stipend Agreement

Bi-weekly Stipend Amount: \$18.50 (\$481 per year)

Employee Name: _____ Stipend Start Date: _____

Department: _____ Job Title: _____

Cell Phone #: _____ Cellular Carrier: _____

Business Purpose: _____

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be non-taxable to the employee. The university will review and set the amount to be provided for cell phone stipends on an annual basis.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- ✓ Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (on campus, during travel or at home). This includes termination clauses, and paying all charges associated with the cellular service and device.
- ✓ Attest to related necessary business use and agree to submit the latest monthly billing statement if requested.
- ✓ Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change.
- ✓ Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either the university or the Internal Revenue Service.
- ✓ Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- ✓ If paid as an hourly employee, agree to only use personal cell phone to conduct university business during regularly scheduled work hours except in the event of emergencies or otherwise approved by supervisor – in which case all work time will be accurately recorded.
- ✓ Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all university policies, including those pertaining to data security, acceptable computing use, and email. This includes utilizing passcode protection or another form of secure authentication to access the device.
- ✓ Delete all university data from the cell phone when employment with the college is severed, except when 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 Policy and my responsibilities under the policy.

Employee Signature

Date

Department Head Signature

Date