

CELL PHONE ALLOWANCE Stipend Agreement

(Must be renewed annually by June 30 for continued stipend payment)

Employee Information

Name: _____ Employee Start Date: _____
 Department: _____ Title: _____

Cell Phone/Payroll Information

Personal Cell Phone # (with area code): _____ Cell Phone Carrier : _____
 Stipend Starting Date: _____

Stipend Information

Business justification, based on job duties and work-related need as follows:

- Tier 1 - (Required 24/7) - the job requires the employee to be immediately accessible to receive, respond to and/or make frequent business calls, texts, and /or emails outside normal working hours and office environment.
- Tier 2 - (Required during regular business hours) - the job requires time outside the employee's assigned office or work area (job need, travel, meetings, etc.) and use of a cellphone facilitates the effective conduct of business operations during regular assigned business hours.
- Tier 3 - (Incidental need) – the job requires special circumstances necessary for the efficient and effective operation of Program's business based on department need and job related responsibilities. (Program Director determines amount based on job related need and amount of job-related usage)

Tier 1 - \$35 Tier 2 - \$25 Tier 3 - (\$15-20)

Policy Summary:

In an effort to address requirements that comply with IRS regulations regarding business use of personal cell phones and the difficulty and time intensive manual labor required to identify, track, and determine personal versus business use, Thomas Center for Learning and Physical Literacy Development is offering to provide justified employees a stipend reimbursement to cover the presumed business use of cell phones and service. The stipend will be considered nontaxable income to the employees.

This policy acknowledges that for most employees the device will be used for both personal and business use.

The level of monthly allowance (stipend) will be determined by a person's job duties as it relates to cell phone justification, use, and access. Justification for cellular use is to be categorized as required, mandatory, beneficial, incidental as determined by the Program Director. The Program Director will review and set the amounts to be provided for stipends and reimbursement on an annual basis approved in budget.

Agreement:

- Employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. Employee agrees that they are responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
- Employee agrees that they are responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
- Employee will promptly report to the Program Director any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services.
- Employee agrees to carry the cell phone with them, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department job duties and responsibilities.

I understand that the amount of the above allowance will be considered as nontaxable income under Internal Revenue Service guidelines.

Employee Signature

Date

MANAGEMENT APPROVAL:

Management Approval Signature

Date