Employee Mobile Phone Stipend Agreement

Benefit

Amarillo College recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a mobile phone or smart phone. Employees who hold positions that include the need for a mobile phone may receive a mobile phone stipend to offset the business-related costs incurred when using their personally-owned mobile phones. The standard mobile phone stipend is $27.69/biweekly pay period and will be added to the employee's regular pay. This stipend is considered a non-taxable fringe benefit, does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary etc. The stipend will be paid at a flat rate of $27.69 per biweekly pay period. The college will pay only the standard amount, even if the employee's monthly mobile carrier costs exceed the stipend amount. The stipend is neither permanent nor guaranteed. The college reserves the right to remove a participant from this benefit and/or cancel the benefit at any time and without notice.

Business Justification/Purpose

Employees whose job duties include the frequent need for a mobile phone may receive extra compensation, in the form of a biweekly mobile phone stipend, to cover business-related costs. An employee may be eligible for a stipend if at least one of the following criteria is met:

- The job function of the employee (during the employee's normal working hours) requires considerable time outside of the assigned office or work area, and it is important to the college that the employee is accessible during this time.
- The job function of the employee requires the employee to be accessible outside of scheduled or normal working hours (i.e. on call, evenings, nights, weekends, holidays).
- The job function of the employee requires the employee to have wireless data and internet access.
- The employee is designated as a "first responder" to emergencies on campus.

Employee Responsibilities

Recipients of a mobile phone stipend have the following responsibilities:

- Purchase mobile 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 mobile service and device.
- Provide the supervisor and appropriate personnel the mobile phone number, and ensure the device is operational, charged and available during times in which the employee is responsible for responding to college calls.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either the College or the Internal Revenue Service.
- Avoid using the mobile phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.

- Delete all College data from the mobile phone when employment with the college is severed, except when required to maintain the data in compliance with a litigation hold notice.

Supervisor Responsibilities

- Ensure Cabinet member support prior to initiating.
- Ensure funding is available.
- Ensure the business justification/purpose is met.
- Generate personnel action stipend request along with this form and obtain appropriate signatures.
- Monitor and manage employee performance and responsiveness regarding communication expectations.

Employee Information

Employee Name	
Colleague ID#	
Department Name	
Job Title	
Mobile Phone # (w/area code)	
Mobile Service Carrier	

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Mobile Phone Stipend Policy and my responsibilities under the policy.

_____ _____

Employee Signature *Date*

_____ _____

Department Head Signature *Date*

**Return this completed form attached to the completed Stipend Request Form to Human Resources: achumanresources@actx.edu*

*Forms received in Human Resources **by 5:00pm on Monday of the second week of the biweekly pay period** will be entered for that pay period and the stipend will be included on the next biweekly pay check.*