

Mobile Voice and/or Mobile Data Plan Allowance Agreement

Employees are notified if, based on their position requirements, they are required to maintain and carry a personal communication device in order to increase their accessibility to the university. Employees are not required to maintain a separate communication device and may use a personal communication device for this purpose. Such employees will receive a minimum of \$25 per pay period. This allowance is considered the minimum to fairly approximate costs involved in maintaining mobile voice and/or mobile data plan service. The allowance is taxable income and will be set apart from salary on the pay stub as "Communication Allowance." The Mobile Voice and/or Mobile Data Plan Allowance is not considered part of the employee's base salary and will not be used to compute any type of salary increase or benefit accrual.

The university will provide an allowance to an employee for only one mobile voice and/or mobile data plan, regardless of the number of devices an employee may use to access the university.

The university will provide an allowance in excess of the minimum, where appropriate, in an effort to reasonably approximate the cost of the type of service/equipment needed by employee's position requirements and based upon the reasonable and prevailing costs of such service. Allowances will be reviewed annually for continued eligibility of the recipient and appropriateness of amount. The university may elect to modify or eliminate this allowance in accordance with the university's needs and the availability of resources without prior notice to employee.

Employee acknowledges that the university accepts no responsibility for

- the purchase of mobile voice devices, and related mobile voice equipment
- the purchase of mobile voice and/or mobile data plans, regardless of the type of service or plan used,
- the payment of related charges for mobile voice and/or mobile data plans,
- the payment of mobile voice and/or mobile data plans charges for contract cancellations or delinquent payments to a provider.

The university reserves the right to purchase personal communication devices other than cell phones for employee use.

Employee agrees to acquire and maintain such mobile voice and/or mobile data plan in employee's own name and accepts sole responsibility for paying for such service.

Employee Signature

Employee Name Printed

Date