

Cell Phone or Personal Communication Device Supplement Procedure

Employees are notified if, based on their position requirements, they are required to maintain and carry a cell phone or other personal communication device in order to increase their accessibility to the university. Employees are not required to maintain a separate cell phone or device and may use a personal cell phone or device for this purpose. Such employees will receive a minimum of \$25 per pay period. This supplement is considered the minimum to fairly approximate costs involved in maintaining cell phone service. The supplement is taxable income and will be set apart from salary on the pay stub as "Cell Phone Supplement." The Cell Phone or Personal Communication Device Supplement is not considered part of the employee's salary and will not be used to compute any type of salary increase or benefit accrual.

The university will provide a supplement 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. The university may elect to modify or eliminate this procedure 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 purchase of cell phone equipment, cell phone charges, or any charges for contract cancellations or delinquent payments to a cell phone provider. Employee agrees to acquire and maintain such cell phone service in employee's own name and accepts sole responsibility for paying for such service.

Employee Signature

Employee Name Printed

Date