



Human Resources and Payroll

4441 George Mason Boulevard, Suite 4100

MS 3C3, Fairfax, Virginia 22030

Phone: 703-993-2600; Fax: 703-993-2601

Wireless Communication Device Stipend Agreement

Section 1: GENERAL INFORMATION

Wireless communication device stipends are limited and are intended to offset an employee’s expenses related to business use of a personal device and plan. An employee’s supervisor must certify that the employee has a demonstrated business need for a wireless communication device. The supervisor must view the employee’s most recent monthly bill to confirm that the requested stipend amount is equal to or less than the employee’s monthly voice and data plan charges for the designated cellular telephone number and annually thereafter. At a maximum rate of \$45 per month, the stipend is not subject to income tax. Stipends will not be processed retroactively.

If an employee with a wireless communication device changes positions, regardless as to whether he/she stays in the same department, the stipend will be automatically ended and a new form must be completed and submitted to Human Resources and Payroll.

Section 2: BUSINESS USE

\$ _____	_____	_____
Monthly stipend amount (max \$45/month)	Requested effective date (Must be at beginning of pay period, will not be processed retroactively)	FUND/ORG# to be charged

Please indicate the following business use(s):

- Required to receive or initiate communication in emergency situations
- Required to be on call and/or available around the clock
- Required to access university data off-campus to manage job responsibilities
- Required to be accessible during non-business hours and/or at remote locations
- Other (brief justification) _____

Section 3: AGREEMENT/APPROVALS

By completing and signing this Wireless Communication Device Stipend Agreement, you are acknowledging that you have read the policies and procedures associated with University Policy 1301: Responsible Use of Computing, Policy 1114: Data Stewardship and Policy 2113, Payment of Telework or Remote Work Expenses, and Policy 1133: Stipend for Business Use of Wireless Communication

Devices. As part of Policy 1133, you also acknowledge that Wireless Communication Device Stipend Agreement must be reviewed annually and the supervisor must notify Human Resources and Payroll if a business need for wireless communication device stipend no longer exists. As part of the annual review, the supervisor must view the employee's most recent monthly bill to confirm that the requested stipend amount is equal to or less than the employee's monthly voice and data plan charges for the designated cellular telephone number.

Employee Name (Please print)

Employee G#

Employee Signature

Date

Supervisor Name

Supervisor G#

Supervisor Signature

Date

Department Approver Name

Department

Department Approver Signature

Date

Original signed document to be filed in Human Resources and Payroll Office. The employee and supervisor must retain copies of the agreement.

August 2017