

Uintah School District
Cell Phone Stipend Agreement

Employee Name/Title: _____ Stipend Months & Year: _____

Job Title: _____ Budget Number: _____

Cell Phone #: _____

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of his/her choice. The cell phone contract is in the name of the employee or spouse, who is solely responsible for all payments to the service provider. The cell phone is not in the name of a business.
- The employee may, at his/her own expense, add extra services or equipment features as desired. If there are problems with service, the employee is expected to work directly with the carrier for resolution.
- Technology is not responsible and the District is not liable for any lost data or damage caused to the equipment.
- The District does not accept liability for claims, charges or disputes, between the service provider and the employee. Use of the phone contrary to and local, state, or federal laws or school district policies and procedures, will constitute misuse, and may result in employee discipline, including and up to termination.
- Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employees' supervisor, the wireless device service provider, and to the technology department as soon as possible.
- Employees are expected to delete all district data from the cell phone when their employment with the District is severed, except when required to maintain that data in compliance with litigation hold notice.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I understand that Uintah School District is not responsible for the business use of my personal cellular device.

Employee Signature

Date

Supervisor Signature

Date