

Messiah College Personal Cell Phone and Data Plan Stipend Agreement

Fiscal Year 2012 – 2013

Must be renewed annually; completed form must reach Payroll by June 1st.

Employee Name: <input style="width: 95%;" type="text"/> Department: <input style="width: 95%;" type="text"/> Job Title: <input style="width: 95%;" type="text"/> Stipend Start Date: <input style="width: 95%;" type="text"/> Stipend End Date (if other than June 30): <input style="width: 95%;" type="text"/> Cell Phone # (with area code): <input style="width: 95%;" type="text"/>	Messiah College ID # <input style="width: 95%;" type="text"/> Monthly Stipend Amount* (for service & equipment): <input type="checkbox"/> \$35 Tier One <input type="checkbox"/> \$85 Tier Three <input type="checkbox"/> \$60 Tier Two <input type="checkbox"/> \$110 Tier Four <input type="checkbox"/> \$30 Tier Five-iPad Data Plan *May be added to Tier 1-4 stipends *Rates set annually by VP for Finance (Payment will start with the next payroll period: Semi-monthly – July 15; Bi-weekly – July 1) Org: <input style="width: 50%;" type="text"/> Account: <input style="width: 50%;" type="text"/>
<input type="checkbox"/> New or Renewed Agreement <input type="checkbox"/> Modified Agreement <input type="checkbox"/> Termination of Agreement	
Cell Phone/Data Plan Carrier: <input style="width: 95%;" type="text"/> Type of device/service <input type="checkbox"/> Voice Only; <input type="checkbox"/> Voice + Data	
Business justification, based on job duties: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	

Policy Summary: (See the Business Office channel in MC Square for the complete policy)
 Due to the need to comply with IRS and the difficult and time-intensive manual labor required to identify, track and determine personal versus business use, the College will no longer provide cell phone service to individual employees. Effective July 1, 2009, the individual employee will need to claim a business use per appropriate documentation of personally owned cell phones, either as a reimbursement from the College, or as a business deduction on their personal tax return.

The level of institutional cost for cell phone service has rapidly increased over the past few years, and with the introduction of iPads, data plan requests related to these types of hardware purchases are increasing. To bring costs more into line with the level of institutional benefit, a stipend policy for cost-sharing has been adopted. This policy assumes that for most employees the device will be used for both personal and business use.

Certain employees may qualify for the College-paid institutional stipend to cover the presumed business use of personal cell phones and service, or a data plan associated with an iPad. **The stipend will be considered taxable income to the employee.** The level of cash subsidy (stipend) will be determined by a person's job duties as it relates to usage and access. Guidelines to categorize cellular use as mandatory, beneficial or incidental are determined by the area Vice President. The stipend includes the cost of service plus equipment. The College will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

- Agreement:**
- Employee will purchase the data plan appropriate for their iPad, cellular phone service, and cellular phone equipment and assume responsibility for vendor terms and conditions. Employee agrees that they are responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties. If authorized for a Tier 3 or 4 stipend, employee will maintain service and equipment sufficient to access campus email and calendar functions (i.e., a smartphone with data plan).
 - Employee agrees that they are responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
 - Employee will promptly report to their department head any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services or data plan.
 - Employee agrees to carry the cell phone with them, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department head or supervisor.

Employee Certification:
 I certify that the stipend provided and reimbursements received will be used toward expenses I incur for cell phone service and equipment and iPad data plans as described above.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Employee Signature	Date
<hr style="width: 95%; margin-left: 0;"/>	<hr style="width: 95%; margin-left: 0;"/>
Department Head/Dean Signature	Date
<hr style="width: 95%; margin-left: 0;"/>	<hr style="width: 95%; margin-left: 0;"/>
Area Vice President Signature	Date