



## Nebraska State College System Cellular Services Stipend Acknowledgement and Agreement

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
SAP ID: \_\_\_\_\_ Department Name: \_\_\_\_\_

New Stipend:       Stipend Adjustment:       Stipend Termination:

In accordance with the Nebraska State College System (NSCS) Cellular Services Stipend Plan, I acknowledge and certify that Wayne State College is providing me supplemental compensation that will be used for cellular service usage for business purposes. Both Wayne State College and I agree to the following provisions:

- 1) I will acquire and maintain cellular telephone equipment and/or data services that, at a minimum, will incorporate the number of minutes used for business calls.
- 2) I will be accountable for all charges related to my cell phone and/or data services, including maintenance, roaming, taxes, fees, or additional charges.
- 3) I agree that, if my employment with Wayne State College ends, the stipend will be terminated.
- 4) I agree that, if I transfer to a different position my eligibility for the stipend will be re-evaluated.
- 5) I agree that should my business usage significantly decrease for a sustained period, I will notify my supervisor as soon as practicable and the stipend may be terminated.
- 6) If I am unable to purchase, maintain, carry and use a cellular device and/or services for Wayne State College business use (e.g. due to financial hardship), I am required to notify my supervisor and the supplemental compensation will end immediately. I also acknowledge that a delay in the notification on my part may result in a corrective payroll action to recover employer costs.

I acknowledge the supplemental compensation is based on and calculated to cover Wayne State College **business usage only**. It will be paid with my regular salary, is subject to withholding for payroll taxes, and will be included on my W-2 form as taxable income. I further acknowledge that I have read and agree to the Cellular Services Policy and that Wayne State College is not responsible for the tax consequences of the stipend or the business use of my personal cellular device.

My supervisor has verified my eligibility and acknowledges that I have a business need for a cellular telephone and/or data service to perform my job responsibilities. Consequently, my stipend will be as follows:

Approved Stipend Amounts (as of June 15, 2012)

Voice Service	\$20.00 per month	Yes _____	No _____
Data Package	\$25.00 per month	Yes _____	No _____
Text	\$5.00 per month	Yes _____	No _____

Employee's Wireless Phone Number \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

It has been confirmed that the employee named below does not have a Wayne State College or System Office owned cell phone. Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Print Employee Name                      Employee Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_  
Vice President's Signature                      Date

The following is a description of the cellular telephone equipment and/or data services the above named employee has currently acquired.