



Human Resources and Payroll

4441 George Mason Boulevard, Suite 4100

MS 3C3, Fairfax, Virginia 22030

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Wireless Communication Device Stipend Agreement

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 and any recurring equipment/line charges that are itemized on the bill for the designated cellular telephone number. At a maximum rate of \$45 per month, the stipend is not subject to income tax.

Mason will not provide funding for the purchase or replacement of a personal wireless communication device except for recurring equipment charges itemized on a bill. Itemized equipment charges do not change the maximum stipend of \$45. Stipends will not be processed retroactively. A password or pin is required on any wireless communication device that is used to access George Mason University content or email and that is covered by this stipend. Data, text messages, email or voice messages related to university business are subject to public disclosure under the Freedom of Information Act. Storage of highly sensitive data on wireless communication devices is prohibited. Charges associated with wireless communication devices are not allowed on federally sponsored funds, unless an exception is authorized due to the unique nature of the project.

Section 1: GENERAL INFORMATION

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. The following constitutes an agreement related to a stipend for business use of a wireless communication device between:

_____ (please print)
 GEORGE MASON UNIVERSITY Supervisor/Manager Name and Title

_____ (please print)
 Employee Name and Title

Employee email address G Number Department

Cellular telephone number Requested effective date
 (requires annual renewal)

\$_____ Monthly stipend amount requested FUND/ORG# to be charged
 (\$45 maximum)

Section 2: BUSINESS USE

- 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) _____
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Section 3: SIGNATURES AND APPROVAL

Employee: _____ Date: _____

Supervisor: _____ Date: _____

President's Council Member: _____ Date: _____

Office of Sponsored Programs: _____ Date: _____
(If charging a sponsored award)

Send the original signed document to the Human Resources and Payroll Office. The employee and supervisor must retain copies. Wireless Communication Device Stipend Agreement must be reviewed annually with a new signed agreement submitted to HR & Payroll. 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 and any recurring equipment/line charges that are itemized on the bill for the designated cellular telephone number.