

USE OF PERSONAL CELLULAR TELEPHONE FOR COLLEGE BUSINESS AGREEMENT

In order to be eligible for the Cell Phone Allowance the following criteria must be met:

- The college mandates the use of a personal cell phone by a Lane employee to complete mission-critical College business
- The use of a personal cell phone for College work is specified in a notice of vacancy job posting, or in the employee's job description
- The use of a personal cell phone for College business is required because a given employee has emergency or safety response assignment and obligations.
- The use of a personal cell phone for College business is required because a given employee is mandated to monitor College systems on an ongoing basis.

I choose to elect the following:

- To carry my personal cell phone for use to conduct College business, as well as for my own use and I will be reimbursed at the rate of \$15 per semi-monthly pay period (\$30 monthly). This stipend will be subject to payroll taxes as a supplemental benefit of employment. I agree to comply with the following rules:
- To use my personal cellular telephone for required College business
 - To make my personal cellular telephone number available to the College for appropriate distribution to those who need to have access to me for business purposes
 - To keep my cellular telephone charged and in good repair and turned on during work hours and at other times when it is necessary for College business purposes. It is understood that I may be required to disable my cellular telephone ringing during meetings, conferences, and when it would otherwise interfere with my ability to complete my other work responsibilities
 - There is no restriction on the use of my personal cellular telephone for personal business, except that I may not use it for personal business during work hours or if such use interferes with my ability to complete my work responsibilities
 - To the extent possible, personal cellular telephones should not be used for conversations involving College information of a confidential nature

I understand that assignment of a monthly cellular phone allowance for any employee is at the sole discretion of the college.

Employee Name

Employee L Number

Employee Signature/Date

Department Head or Supervisor/Date

Cabinet Officer/Date

HR Approval/Date