

Mobile Device Stipend Agreement

California State University, Dominguez Hills Foundation

Employee Name: _____ Stipend Start Date: _____
 Job Title: _____ Monthly Stipend Amount (flat fee): _____
 Dept Name: _____ Account Number: _____ Object: 8591
 Cell Phone #: _____ Cellular Carrier: _____

Please use the following table for monthly stipend calculation. Circle all that apply.

Basic Cell Phone	Smartphone			Tablet	Hotspot
	Occasional (10%)	Regular (25%)	Extensive (40%+)		
\$40	\$20	\$40	\$60	\$30	\$30

**Stipend payment will be paid via Accounts Payable on the first Tuesday of every month.*

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to compensate for business-related costs incurred when using their individually-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. The level of cash subsidy (stipend) will be determined by a person's job duties as it relates to cell phone use and access. The Foundation will review and set the amounts to be provided for stipends and reimbursement on an annual basis. For more information, read the complete *Cell Phone Stipend Policy*.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas, such as on campus and/or at home as required by the Foundation.
- Maintain an active service contract for the duration of the stipend.
- Promptly report any cell phone number or plan changes, as well as if a phone is stolen or missing.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, records retention requirements), as well as all Foundation policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all Foundation data from the cell phone when employment with the Foundation is severed, except when required to maintain the data in compliance with a 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 that the Foundation is not responsible for the business use of my personal cellular device.

Employee Signature

Date

Manager, Human Resources Signature

Date

Director, Business & Finance/Chief Financial Officer Signature

Date