

Personal Cell Phone or Tablet Allowance Agreement
(Reviewed 9/25/2017)

The Utah State Board of Education (Agency) has determined that _____,
(employee) must have cell phone service for the following business reasons:

- The Agency needs to be able to contact the employee outside of normal business hours for business purposes.
- The Agency requires that the employee be available to communicate with customers and agency management and respond to important emails while away from the office.

The Agency has determined the most cost effective means of providing cell phone service to the employee is for the employee to use his/her personal cell phone for business purposes, and that the employee will be given an ongoing allowance to cover the business use. This allowance is NOT taxable to the employee because the allowance is provided to the employee for valid business reasons. The allowance is calculated on the services needed for business purposes and does not include extra services needed only for personal reasons, and does not exceed the cost of the service. The employee does not have to keep track of how many minutes are used for personal vs. business reasons.

Allowance Amount Calculation: The cost of the combined voice and data plan is \$_____ per month X 12 months = \$_____ /26 pay periods = allowance amount of \$_____ per pay period. The plan does not include any extra services not needed for business purposes.

The following conditions apply:

- The employee agrees to use their cell phone for business purposes stated above.
- The employee agrees to abide by any applicable security policy or rule issued by the agency.
- The employee will notify the employer if the cell phone service cost drops below \$ per month.
- Allowances paid under this agreement will be discontinued when the business need for cell phone service is no longer justified or the employee is no longer employed by the agency.
- The employee agrees to report lost or stolen devices to the agency immediately.
- The employee understands that personal data on the phone may be reviewed by management or a court due to a GRAMA request.
- This agreement will be reviewed and initialed annually by the employee and the Agency.
- The employee will keep copies of monthly cell phone bills for one year for audit purposes.
- The cell phone bill used to calculate the allowance amount is attached to this agreement.

Carrier, device, monthly costs, and plan(s) selected: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Agency Head/Designee Signature: _____ Date: _____

The following is needed only if allowance amount exceeds policy limits of up to \$30 per pay period for a voice only or data only plan or up to \$65 for a combined voice and data plan:

State Superintendent Signature: _____ Date: _____