

Step by Step Procedures:

1. Review the UVU Telephone and Cellular Phone Usage Policy (329) found at:
<https://policy.uvu.edu/getDisplayFile/56391d3865db23201153c20d>
2. Determine if an employee requires a cellular telephone to perform his/her duties.
3. Determine the level of business related service required and the monthly amount (stipend) to be paid. If the employee requires the purchase or upgrade of phone or equipment necessary for the performance of job duties, determine the one-time equipment amount to be paid.
4. Complete the Employee Cellular Services Agreement for a one-time payment and/or a monthly stipend, below.
5. Obtain supervisor and department head approval. Obtain vice-president or dean approval when necessary.
6. Send the completed, signed and approved agreement to MS 109 or drop the agreement off at the Payroll Office, HF 101.
7. Retain a copy of approved forms in department.
8. The employee will provide a copy of the cellular bill, including service activation fees, monthly charges, and the cost of the device to the supervisor for review in relation to a one-time payment and a monthly stipend.
9. The employee will be required to annually review the level of cell phone service required with their supervisor. Employees must also submit a Cellular Phone Renewal Form to the Payroll Office (HF 101) by October 31 of every even year (e.g., 2018, 2020, 2022, etc.), in order to continue their monthly cell phone stipend.

For further questions, please contact the Payroll Office at ext. 8841.

Employee Cellular Services Agreement
 (Employee Owned Cellular Phone Plan and Device)

Page 1

Name (Last, First, MI) _____ UV ID _____

Department _____ Extension _____

The following department contribution (stipend) toward the monthly recurring cellular plan and if applicable, one-time payment for cellular phone, fees or equipment purchase, is approved: (Signature of Department Head and employee required on page 2.)

Check here to discontinue monthly stipend, effective date _____.

Approved One-Time Payment	Cellular Phone Description: (Make and model of phone as well as description of accessories if applicable.)
	Service Activation Fees: (if applicable)

Approved Monthly Stipend	Cellular Plan description: (Vendor name, plan minutes, text messaging, data plan, coverage, etc.)

Business justification for one-time payment and/or stipend: (This section must be completed)

Banner Index	Percentage or amount if multiple indexes are to be charged

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Page 2

I have read the policy:

Telephone and Cellular Phone Usage, Number 329

I understand the employee responsibilities as outlined. I understand that the University's contribution (stipend) toward the purchase of a monthly cellular plan is taxable income and cellular service activation fees and the purchase of a cellular device, if applicable, are NOT part of my base salary. I further understand that contract provisions of any communication service plan entered into under this program and any device purchased, if applicable, are my personal responsibility. I also certify that the communications plan and device, if applicable, will be used in the performance of my UVU job responsibilities as defined by my supervisor. I am responsible for the payment of any cost that exceeds the approved University one-time payment and/or stipend.

I understand that I am not authorized to use a cellular phone to conduct the business of UVU while operating a motor vehicle.

Employee signature _____ Date _____

Effective Date of stipend _____

Name of plan carrier _____ Phone number _____

Approved by:

Supervisor signature _____ Date _____

Vice President / Dean signature _____ Date _____
(Required on one time & monthly amounts over \$80.00)