

## State-Provided Cell Phone or Tablet Agreement

The (agency name) has determined that John Doe, (employee name) must have cell phone service, including tablet devices such as iPads for purposes of this agreement, for the following business reasons:

- The Agency needs to be able to contact the employee at all times for business emergencies.
- The Agency requires that the employee be available to communicate with customers and management and respond to important emails when the employee is away from the office or off work.

The Agency has determined that the most cost-effective means of providing the employee with the needed access is to provide the employee with a state-paid cell phone for business purposes. Because the phone is provided to the employee for valid business reasons and the type of plan and coverage selected is reasonably related to the State's needs, the value of the cell phone service is not taxable to the employee. The employee does not have to keep track of how many minutes are used for personal reasons.

The following conditions apply:

- The employee agrees to use the cell phone substantially for business purposes.
- The employee agrees to abide by any applicable security policy or rule issued by the agency or by the Department of Government Operations, and Division of Technology Services.
- Use of the state-provided cell phone will be terminated, and the cell phone returned to the State when the business need for cell phone service is no longer justified or the employee leaves employment with the agency.
- The employee agrees to report lost or stolen devices to the agency immediately.
- Personal use of the cell phone shall be minimal and shall not increase the cost of the service to the State. The employee agrees to pay for any personal use that increases the cost of the service, including any "extra" services not needed for business purposes.
- The employee understands that any data (personal or business) on the phone may be reviewed and disclosed in the event of a GRAMA request.
- The employee has read, understands, and will abide by Administrative Rule R895-7, Acceptable Use of Information Technology Resources.

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

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Cell Phone or Tablet Allowance Agreement

The (agency name) has determined that John Doe (employee) must have cell phone service, including tablet devices such as iPads for purposes of this agreement, 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 department management and respond to important emails while away from the office.

The Agency has determined that the most cost-effective means of providing cell phone service to the employee is for the employee to use their personal cell phone service for business purposes and give the employee 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 only needed for personal reasons, and the allowance 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 (Example): The cost of the combined voice and data plan is \$60.31 per month X 12 months = \$723.72/26 pay periods = allowance amount of \$27.84 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 or by the Department of Government Operations, and Division of Technology Services.
- The employee will notify the employer if the cell phone service cost drops below **\$60.31** 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.
- The employee will keep copies of their monthly cell phone bills on file 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: \_\_\_\_\_

**Needed only if allowance amount exceeds policy limits of up to \$50:**

Director of Finance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Home Internet Service Allowance Agreement

The (agency name) has determined that John Doe(employee) must have cell phone service, including tablet devices such as iPads for purposes of this agreement, for the following business reasons:

Examples of justification:

- *The employee must be able to initiate the nightly cycle from home in the event of an emergency.*
- *The employee must be able to monitor and resolve any cycle problems from home when the employee is on call.*

The Agency has determined that the most cost-effective means of providing home internet service is to give the employee a recurring allowance for using their personal internet home service periodically for business purposes. The allowance amount is based on the cost of services needed for business purposes and doesn't include an allowance for extra services used only for personal reasons.

**Example Allowance Amount Calculation: Monthly cost of home internet service is \$60. However, the maximum allowance allowed by the Agency is \$50 per month X 12 months = \$600/26 pay periods = \$23.08 allowance per pay period.**

The following conditions apply:

- The employee agrees to use their personal home internet service for the business purposes stated above.
- The employee agrees to abide by any applicable security policy or rule issued by the agency or by the Department of Government Operations, and Division of Technology Services.
- This allowance is taxable to the employee and will be paid through the state payroll system as a taxable item.
- The employee will notify the employer if the home internet service cost drops below \$50 per month.
- Allowances under this agreement will be discontinued when the business need for home internet service is no longer justified or if the employee is no longer employed by the agency.
- The employee will keep copies of their monthly home internet service bills for one year for audit purposes.
- A copy of the bill used to calculate the allowance is attached to this agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Needed only if allowance amount exceeds policy limits of up to \$23 per pay period (\$50 per month):**

Director of Finance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# State-Provided Home Internet Service Agreement

The (agency name) has determined that John Doe (employee) must have cell phone service, including tablet devices such as iPads for purposes of this agreement, for the following business reasons:

- The employee works at home full-time and must be able access business related systems, files, and information through the internet while working at home. Also see the related telework agreement.

The Agency has determined that the most cost-effective means of providing home internet service is for the Agency to provide and pay for the internet service directly. The state-provided internet service will not be used for any personal reasons and will be a separate line, cable, or service from the employee's personal home internet service.

The following conditions apply:

- The employee will only use the state-provided home internet service for business purposes. No personal use is allowed by the employee or any member of their family.
- The employee agrees to abide by any applicable security policy or rule issued by the agency or by the Department of Government Operations, and Division of Technology Services.
- Employee has read, understands, and will abide by Administrative Rule R895-7, Acceptable Use of Information Technology Resources.
- This service will be discontinued when the business need for home internet service is no longer justified.
- The employee agrees that the state-provided home internet service may be monitored or audited by the State to verify that it is not being used for personal reasons.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_