

## Application for Cell Phone Subsidy

**General:** Cell phone subsidies are intended to reimburse employees for the business use of the device. Subsidies are not intended to fund the cost of the device nor pay for the entire monthly bill. Subsidies are taxable and will be handled through payroll. Subsidies are subject to institutional budgetary constraints and may be reduced or eliminated.

**Requirement:** The employee must be in a position, in which prompt assistance is necessary in helping his/her supervisor make time-sensitive, critical decisions via cell phone/text and/or e-mail.

Examples include (but are not limited to) the following:

- The employee needs to be accessible outside of normal business hours.
- The employee is responsible for critical infrastructure and needs to be accessible at all times.
- The employee travels frequently and needs to be accessible while on the road.
- The employee needs to have access to information technology.
- The employee frequently participates in conference calls outside of normal business hours.

If the above requirement is met, the supervisor must decide whether this is Level 1 or 2.

\_\_\_ **Level 1: phone/text** (subsidy = \$15/month)

\_\_\_ **Level 2: e-mail** (subsidy = \$30/month)

Employee (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

SLT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- *Send completed form to Human Resources* -----

HR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Payroll by: \_\_\_\_\_ Date: \_\_\_\_\_