

**MSU Extension Mixed-Use Mobile Phone Allowance Agreement**

**For the period of July 1, 2023 – June 30, 2024**

Employee's Name and Title (please print): \_\_\_\_\_

Department/Institution: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Mobile Device Phone No., including area code: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sub-Account: \_\_\_\_\_

In the course of carrying out job responsibilities, there is a regular need for business-related mobile communications (including cell phones, smartphones, and mobile data services) on the employee's device. Therefore, the employee is eligible for a mobile phone allowance if, at least one of the following criteria is met **(CHECK ONE OR BOTH)**:

The job function of the employee (during the employee's normal working hours) requires considerable time outside of the assigned office or work area, and it is important to the University that the employee is accessible during this time.

The job function of the employee requires them to be accessible outside of scheduled or normal working hours (while at home, out of town, etc.).

The recurring quarterly allowance is \$120 (\$40/month).

Mobile communications allowances are subject to all applicable taxes.

If the employee is terminated, resigns, transfers, or is no longer eligible for a mobile communications allowance, the employee's supervisor is responsible for notifying the appropriate unit administrator to discontinue processing future allowances.

All service contracts are to be between the employee and the service provider. As such, if prior to the end of a service contract, the employee for any reason needs to change or end the service contract, the employee will bear the cost of any associated contract change or termination fees.

Employees receiving an allowance are required to maintain an active service contract for the life of the allowance.

The employee's supervisor is responsible for an annual review of the business need for a mobile communications allowance to determine if allowances should be changed or discontinued. The supervisor is to initial and date the bottom of this form as evidence of each annual review.

A copy of this completed form must be kept on file in the employee's department for the duration of the allowance.

The use of a cell phone can negatively impact the ability of a driver to safely operate a motor vehicle. Research studies show it is a distraction and can impair the level of concentration needed to drive. **Texting while driving is a violation of Michigan law.** For the safety of the driver, vehicle occupants, pedestrians and other drivers, it is important that appropriate precautions be taken if a cell phone must be used while driving.

I have read this Agreement and Manual of Business Procedures Section 79; I understand that my mobile phone allowance is taxable income, is not part of my base salary, and that any mobile communications equipment and service contract purchased is my personal responsibility. I also understand that I am required to provide my mobile phone number to my supervisor. I understand that the mobile communications will be used at least in-part in the performance of my MSU job responsibilities as defined by my supervisor.

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

Approved

Unit Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_