UMKC Cellular Allowance (Stipend) Agreement

EMPLOYEE RESPONSIBILITIES:
Recipients of a University cell phone allowance (stipend) have the following responsibilities:

a. The employee will provide the cell phone number within five (5) business days of the allowance (stipend) activation and will be available for calls (in possession of the wireless device and have it turned on) during those times required by the department.

b. The employee may select any wireless carrier whose service meets the requirements of his/her job responsibilities as determined by the department.

c. The employee must provide copies of his/her wireless agreement or cell phone bill as requested so the department/immediate supervisor can review and justify the need for a University cellular phone allowance (stipend) annually.

d. The employee is personally responsible for complying with international, federal, state and municipal laws regarding the use of wireless phones and other communication devices.

e. The employee is responsible for all charges on his/her personal wireless plan, including early termination fees and equipment replacement.

f. If the employee leaves the position or the University, he/she continues to be responsible for the contractual obligations of his/her wireless plan. In addition, the allowance (stipend) payments will be prorated and terminated in accordance with the employee’s effective termination date.

g. If the employee terminates the wireless contract at any point, he/she must notify his/her immediate supervisor and the appropriate fiscal officer within five (5) business days to terminate the cell phone allowance (stipend).

h. The employee must notify his/her supervisor of any wireless communication device number change within five (5) business days of the change.

i. The wireless communication device that has data capabilities must be secured based on current security standards. The employee should use discretion in relating confidential information over wireless devices.

j. The employee is personally responsible for complying with any contract entered into with a communication service provider, including all expenses incurred.

k. The employee must purchase a plan that provides the type of access that is required for their position. The University has arranged for employee discounts with the four major carriers. For more information, go to: https://www.umkc.edu/is/support/hardware/mobile/personal.asp

l. Employees accessing university resources must comply with the current Data Classification System (DCS) policy with regard to device security settings. This policy can be accessed at http://infosec.missouri.edu/classification/mobile.html.

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<th>I have read and understand the UMKC Cell phone Allowance (Stipend) Policy</th>
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