

Fiscal Year _____

PAJARO VALLEY UNIFIED SCHOOL DISTRICT CELL PHONE/SMART PHONE REQUEST/AGREEMENT

Administrator _____ **X**
(Printed Name of Administrator) (Signature of Administrator)

School Site/Department: _____
By signing, I agree to the administrator responsibilities related to my employee receiving stipend (see page 2 of form)

Employee Name : _____ **X**
(Employee receiving cell phone/smart phone stipend) (Signature of Employee)

Job Title: _____ # _____
(Employee last 4 #'s of SSN) By signing, I agree to maintain cell phone & service plan as a condition of receiving stipend (see page 2 of form)

Describe how the use of this cell phone will benefit the district (if not completed, form will be returned)

PHONE OPTION

- Cell Phone: Stipend [\$50] - Addition to monthly paycheck and part of employee W-2
(A monthly cell phone bill is required to be attached to this form)
- Smart Phone: Stipend [\$100] - Addition to monthly paycheck and part of employee W-2
(A monthly cell phone bill with a data plan is required to be attached to this form)
- Opt Out - Site/department administrator will not receive a stipend

Cell Phone Number: _____ Budget Number: _____

If using Google VM, provide Phone Num: _____ (Budget No. required to pay for employee stipend)

Requested Start Date _____

NOTE: Stipend shall be pro-rated based on FTE.

NOTE: If employment is split between sites/departments/funding, each administrator will need to approve. See page 3 for additional funding request.

ROUTING (For Office Staff only)

District Authorization _____ Date _____
(Director of Finance or Chief Business Official [for exceptions])

Approved/ Denied (with rationale)

Cell Phone/Smart Phone Stipend: \$ _____ Stipend Start Date: _____

Office Use Only

Human Resources: Stipend Set-Up _____ (Date)
(Additional Earnings) (Initial)

Payroll: Stipend Verification _____ (Date)
(Initial)

Submit all forms to Finance

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CELL PHONE/SMART PHONE REQUEST/AGREEMENT**

Employee Name _____ Site/Dept _____

Employee Stipend for Cell Phone or Smart Phone Usage

I understand that:

1. I am to have either a cell phone or a smart phone (depending on my position) in order to fulfill my role as an employee of the Pajaro Valley Unified School District.
2. It will be my responsibility to secure the use of a cell phone/smart phone in order to fulfill this obligation.
3. I will receive a stipend in partial compensation for the costs incurred on my cell phone/smart phone due to business related expenses and will manage minutes/data use and am responsible for any and all costs.
4. The stipend will be taxed and paid to me on my monthly pay warrant. The stipend is not counted towards any retirement system and is subject to applicable payroll taxes.
5. I will maintain my cell phone number in the District's accounts portal.
6. I will have my cell phone with me, fully charged and turned on at all times throughout the course of the working day in order to be accessible to other staff and those needing to reach me in order to do business.
7. The cell phone I designate for business use will have an appropriate personal business greeting and will identify me by name.
8. It is my responsibility to ensure that my cell phone/smart phone is paid in a timely fashion to avoid any lapse in service. Upon request, I will provide a current paid cell phone bill/contract.
9. If I leave my position or discontinue cell phone/smart phone service, I will immediately notify District. If I have been overpaid, I agree to reimburse the District, either by payroll deduction or cash.
10. I will follow all state and federal laws and safety precautions regarding cell phone usage while driving; The Pajaro Valley Unified School District does not have the expectation that employees should be using their cell phones while driving.
11. It is my responsibility to maintain the cell phone and I am responsible to obtain a replacement in a timely manner in the event it is lost, stolen or damaged.
12. The District will provide basic information needed to link smart phones to District e-mail and contacts but will provide no other technical support.
13. I understand that my personal phone is subject to public records act requests.

Employee Initial Here _____

Administrator Responsibilities

I understand that:

1. I will keep a valid cell phone number on file for the employee.
2. I will contact the District Office to discontinue the stipend when appropriate (job change or employee cancelled his/her cell phone services.)

Administrator Initial Here _____

Submit all forms to Finance

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CELL PHONE/SMART PHONE REQUEST/AGREEMENT**

Employee Name _____ - _____

Site/Dept _____ - _____

Multi-funded Stipend Request

Administrator Signature: _____ Budget Number: _____

Administrator Signature: _____ Budget Number: _____

Administrator Signature: _____ Budget Number: _____

Administrator Signature: _____ Budget Number: _____

Administrator Signature: _____ Budget Number: _____

Administrator Signature: _____ Budget Number: _____

Submit all forms to Finance