**College of Human Medicine**

**Mixed-Use Mobile Communications Annual Reimbursement Agreement**

**(revised January 2018)**

Employee name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee position or title :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department or unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of request/period covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to fulfill job expectations and requirements, including that they be available to respond to urgent /emergent needs, employees may need to use their personally-owned mobile communication devices (including cell phones, smartphones, mobile email/web devices, and other wireless/handheld devices which require a service contract for operation) for business-related mobile communication. Therefore, the employee is eligible for partial reimbursement allowance of their mobile communications plan.

Per the Mobile Communications Reimbursement policy, the eligible employee will be reimbursed the biannual amount of $240.

***Important Conditions and Notes:***

* Mobile communications reimbursements are subject to all applicable taxes.
* All service contracts must 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 provide their supervisor with their mobile phone number for business use.
* The employee's supervisor is responsible for determining eligibility and for reviewing continuing eligibility at least annually. The supervisor must sign and retain a copy of this form in the employee’s personnel files as evidence of that review. A copy of this completed form must at all times be kept on file in the employee's department.
* 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. For the safety of the driver, vehicle occupants, pedestrians and other drivers, the college discourages cell phone use while driving. Some local jurisdictions may prohibit cell phone use while driving. In addition, Michigan drivers are prohibited from texting or reading text messages while operating a moving motor vehicle - Michigan’s anti-texting law (sec. 257.602.b).
* If the mobile communication device is used to access any university network, e.g., to send/receive email, the employee must adhere to the MSU Acceptable Use policy, the MSU HealthTeam Acceptable Use policy, and the MSU Institutional Data Policy. This includes the requirement that the device is password-protected.

*I have read this Agreement and the Manual of Business Procedures Section 79 and I understand that my mobile communications reimbursement 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 for business use. I agree that I will adhere to the Michigan State University and MSU HealthTeam Acceptable Use policies and the MSU Institutional Data policy while accessing MSU IT resources from my mobile device. I understand that the mobile communication device will be used at least in-part in the performance of my MSU job responsibilities in order to respond to urgent/emergent needs as defined by my supervisor.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approved:**

Supervisor/Unit Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_