

CELLULAR PHONES AND OTHER ELECTRONIC DEVICE AGREEMENT
(INDIANA UNIVERSITY INSTITUTIONAL [POLICY I-480](#))
UPDATED 05/16/2011

AGREEMENT

This document confirms that the _____ (unit) deems it necessary for _____ (employee) to use a _____ (device) for bona-fide university business. The employee will enter into a contractual agreement and plan with a service provider of the employee's choosing. The employee will provide a copy of the contract with the service provider prior to finalization of this document. The employee will receive additional pay in the amount of \$_____ per month. The period of this agreement shall be from _____ through _____ and this agreement will be reviewed annually. To begin this agreement _____ (unit) has agreed to pay a one-time allowance payment to the employee for the purchase of an electronic device in the amount of \$_____. If the device is lost, stolen or damaged, the employee must replace it.

TERMINATION

The employing unit will pay any termination fee due when the employee no longer works for the unit and does not wish to continue using the device. If the employee wishes to continue with the plan for personal uses, no termination fee will be provided to the employee. If the employee is transferring to another department, and the receiving department deems it necessary that an electronic device is needed for university business, the new department may assume this agreement. Additional pay will be pro-rated based on the transfer date.

SIGNATURES:

_____ (Employee)	Date _____
_____ (Fiscal Officer)	Date _____
_____ (Unit Designee)	Date _____

NOTES:

- Retired Employees under 18/20 will not be eligible for this arrangement because of the additional pay feature.
- If a decision is made that current plan is not sufficient to perform university business, it is the unit's decision to upgrade but should be done only once.
- Please refer to [Policy I-480](#) for device upgrades.