

Annual Cell Phone Allowance Authorization

(See MDUSD Policy 3513)

Employee Name: _____ Employee ID: _____

Title: _____ Dept: _____ Phone/Ext: _____

Monthly Calling Plan Allowance

The employee listed above is eligible and authorized to receive a monthly calling plan allowance as indicated below:

- Standard usage \$45 (appx. 450 minutes)
- Heavy usage \$60 (appx. 900 minutes)
- Exceptionally heavy usage \$80 (appx. 1350 minutes)

Authorization is based on the criteria checked below. (*Check all that apply*)

- Facilities and critical systems employees subject to after hours call out
- Emergency responders (Incident Command System command staff and general staff, primary and first alternates only)
- Field employees (M&O, Transportation, Warehouse, TIS, etc.,)
- Employee spends considerable amount of time outside the office on District business

Monthly Data Service Allowance (for BlackBerry Devices)

The above employee is eligible and authorized to receive a monthly data service allowance of \$45 based on the criteria below: (*Check all that apply*)

- Frequent need to receive and transmit District e-mail while outside the office, where using a desktop or laptop PC is not practical.
- Frequent need to schedule meetings using the District calendaring software while outside the office, where using a desktop or PC is not practical.

Type of Cell Phone Stipend

- Standard Cell Phone (not to exceed \$50) – Cost of Phone: \$ _____
- BlackBerry Device (not to exceed \$100) – Cost of BlackBerry Device: \$ _____

Comments: _____

I have read, understand, and agree to comply with Mt. Diablo Unified School Policy 3513 for Cellular Telephone Allowance.

Employee Signature

Date

Manager/Supervisor/Director Approval

Date

Superintendent Council Signature

Date

Date Phone Received: _____ Cell Phone Number: _____

- This form must be submitted by the 15th of the month in order for the stipend to begin on the following monthly pay warrant.
- This Form must be renewed by July 1 of each year
- This form must bear original signatures