

WCU MOBILE WIRELESS COMMUNICATIONS STIPEND JUSTIFICATION AND ACKNOWLEDGEMENT REQUEST FORM

Employee Name (Print):

Employee Title:

Supervisor Name:

# Section A: Justification of Business Need

[ ] The duties of the position may lead to potentially dangerous situations with no other acceptable or reliable means of communication.

[ ] The duties of the position require that the employee work regularly in the field and be immediately accessible.

[ ] The duties of the position require immediate emergency response in critical situations (police or emergency responder) or for operational support of critical infrastructure (telecommunications, computer or network responder).

[ ] The duties of the position require a significant amount of travel related to official university business while maintaining access to information technology systems that render the employee more productive and/or result in more effective service provided by the employee.

[ ] The duties of the position require immediate executive response and decision making to life- threatening or public safety issues and situations.

[ ] The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.

# Section B: Employee Acknowledgement and Acceptance

I, , acknowledge that I have reviewed the WCU Mobile Wireless Communications Stipend Policy Statement and that I understand the provisions of the Policy Statement. Failure to comply with this Policy Statement could result in revocation of the stipend and possible further disciplinary action by the West Chester University Human Resources Department up to and including termination.

Employee Signature: Date:

# Section C: Approval / Acknowledgement

Employee Name: Dept:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approved****Options (****)** |  | **Plan****ID** | **Monthly****Stipend Amount1** | **Total Stipend2 3** |
| **Personal Mobile Device Phone Number: Carrier:** |
| *Choose from the following plan types:* |
| Flip Phone | Voice and Text Only | 1 | $28.50 |  |
|  Smartphone | Voice, Text and Data - Only | 2 | $55.00 |  |
|  Smartphone w/OffCampus Hotpsot  | Voice, Text and Data, w/Hotspot feature(Mgr Level 200+) | 3 | $65.00 |  |

**Funding Org\* No.:**  Total **Monthly Stipend:**

*\* Funding org must be able to receive personnel expenses.*

Employee Signature: \_ Date: Supervisor Signature: Date: Dept. Head/Chair Signature: Date: Funding Org Manager Signature: Date:

# Section D: Upper Management / Departmental Approvals

Vice President or Dean: Printed Name:

Signature: Date:

IT Infrastructure Services: Printed Name:

Signature: Date:

Human Resources: Printed Name:

Signature: Date:

1 The stipend amount may be adjusted at any time at the discretion of the University.

2 No additional compensation will be provided for Overage Charges.

3 Stipends will be paid once a month in the last pay statement of the month.

4 Stipends should be initially approved for the minimum usage amounts unless either the employee or their

supervisor provides justification for higher amounts. If the employee is being converted from a University

issued cell phone to a stipend, the IT Infrastructure Department can provide previous usage details for the

University issued cell phone number.

5 Wi-Fi Hotspots use is not permitted on campus