

WIRELESS COMMUNICATION ALLOWANCE REQUEST FORM

This form must be completed by an employee when s/he, as a part of his/her job, needs to use his/her personal wireless communication device (WCD) for District business, and wishes to receive an allowance. The employee will begin receiving the allowance within thirty (30) days after submission of this form and approval by the Board, and on a monthly basis, until s/he no longer needs to use his/her personal WCD for District business purposes, the Board discontinues it, or the employee chooses to stop the allowance. This form must be completed on an annual basis.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Calculation of Monthly Allowance:\***

_____	+	_____	+	_____	=	_____
Wireless		Data Service		Prorated		Total***
Telephone				Equipment		
Service				Acquisition**		

\* See the attached chart for the authorized allowance amounts. **[This is optional]**

\*\* Alternate: One-time Equipment Acquisition Stipend. (May only be requested/provided once every two (2) years.)

\*\*\* Taxability: Completion of this Request Form to receive a wireless communication allowance serves as the employee's express acknowledgement that the allowance is considered to be taxable income by the Internal Revenue Service. Appropriate payroll taxes on the allowance amount will be withheld from the employee's paychecks, and the amount of the allowance will be included on the employee's year-end W-2. The allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, or benefits based on percentage of salary, etc. For determination of individual taxability, the employee must check with his/her tax advisor.

**Usage Guidelines:** Any employee who applies to receive a wireless communication allowance hereby agrees to:

- A. Maintain an active wireless service contract while the allowance is being provided.
- B. Pay all monthly service charges in full and on time.
- C. Answer all business-related calls to his/her WCD and promptly response to any messages ( ) during his/her work hours.
- D. Provide to the Superintendent his/her WCD's telephone number ( ) and PIN (for BlackBerries).
- E. Notify the Superintendent if his/her service is interrupted or terminated.

- F. Replace or repair the WCD as needed.
- G. Comply with District requests to produce copies of wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

**Premature Cancellation or Change to a Wireless Service Contract:**

- A. When selecting the duration of his/her wireless service contract, the employee should take into consideration the length of his/her Board-approved employment contract and not select a duration of the wireless service contract that exceeds the employment contract. If the employee is nonrenewed or voluntarily resigns while the wireless service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.
- B. If prior to the end of a wireless service contract, a personal decision by the employee results in the need to end or change the WCD contract, the employee will bear the costs of any fees associated with the change or cancellation.
- C. If prior to the end of a wireless service contract, the employee's misconduct, or misuse of the WCD, results in the need to end or change the WCD contract, the employee will bear the costs of any fees associated with the change or cancellation.
- D. If prior to the end of a wireless service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation.

**Certification:**

I certify that I have read, understood and intend to comply with Policy 7530.01, and that the foregoing and attached are true and correct.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**\*\*\* Attach to this form a copy of your current monthly invoice for your wireless service plan (including any data service) to substantiate the amount of the allowance and a document identifying the telephone number of your WCD (including any PIN number associated with a BlackBerry device).**

**[ ] If the employee receives either an one (1) time equipment allowance or a part of his/her monthly allowance is attributable to the cost of acquiring the device, the employee must also include documentation of the cost of the WCD with the form. \*\*\***

**[OPTIONAL ADDENDUM]****Chart of Approved Wireless Service Allowances**

Wireless Telephone Service*	Monthly Allowance **	Prorated Equipment Acquisition/One-time Equipment Acquisition Stipend***
450 minutes	ex. \$45	\$0 or N/A
900 minutes	ex. \$65	\$0 or N/A
Data service plus 450 minutes	ex \$85.	\$15/month or \$200
Data service plus 900 minutes	ex. \$105	\$15/month or \$200

- \* The wireless service plan contract must be in the name of the employee who is solely responsible for all payments to the service provider/vendor.
- \*\* The Board will pay only the agreed upon monthly wireless allowance even if the employee's monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purposes, the employee needs to complete a new form and submit it to the Superintendent.
- \*\*\* One-time equipment purchase is based on a two (2) year contract and is provided at time of new contract (documentation required). Lost or broken equipment will be the responsibility of the employee after initial purchase.

5/8/09