

# Employee Cell Phone Allowance Agreement

\_\_\_\$30 Basic Allowance    \_\_\_\$50 High Use Allowance

\_\_\_\_\_ is required to carry a cell phone while on duty for the City of Emporia. Employee has selected to participate in the cell phone allowance plan and accepts the following conditions:

- Employee will provide their cell phone number to the city and phone must be on while on duty or on call.
- Employee understands that allowance will be paid through regular payroll on the 1<sup>st</sup> check each month and will be subject to all appropriate taxes.
- Employee shall acquire the cell phone in their name and it will not be tied in any way to the City of Emporia. Employee will be responsible for all billings, purchases of phones and accessories, special features, and repairs, maintenance, damages or losses of phones.
- Once this agreement is signed, employee has 30 days to acquire a cell phone in their name and supply the number to the city. Employee may keep current city cell phone number they have if the vender is able to accommodate the switch.
- Employees who changed jobs or whose duties no longer require a phone, and who chooses to discontinue their plan will be eligible for reimbursement of any cancellation penalty. Billing form the cell phone provider showing the penalty charge shall be submitted to the Department Head in order to receive the reimbursement.
- Should employees have consistent high usage each month for city business and are receiving the basic allowance, they may request a review by the Department Head for consideration of the high use allowance. Billings shall be provided in order to be considered.
- Employees cannot change their option to on allowance plan once they have signed a contract, until their contract date expires.
- Employees who fail to meet all requirements to secure and maintain a cell phone while receiving an allowance may face disciplinary action.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Department Head signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date