



**Nebraska State College System (NSCS)
Cellular Services Stipend Acknowledgement and Agreement**

Name: _____ Job Title: _____

SAP ID: _____ Department Name: _____

Budget Code: _____

New Stipend: Stipend Adjustment: Stipend Termination:

In accordance with the NSCS Cellular Services Stipend Plan, I acknowledge and certify that Peru State College (PSC) is providing me supplemental compensation that will be used for cellular service usage for business purposes. Both PSC and I agree to the following provisions:

- 1) I will acquire and maintain cellular telephone equipment and/or data services that, at a minimum, will incorporate the number of minutes used for business calls.
- 2) I will be accountable for all charges related to my cell phone and/or data services, including maintenance, roaming, taxes, fees, or additional charges.
- 3) I agree that, if my employment with PSC ends, the stipend will be terminated.
- 4) I agree that, if I transfer to a different position my eligibility for the stipend will be re-evaluated.
- 5) I agree that should my business usage significantly decrease for a sustained period, I will notify my supervisor as soon as practicable and the stipend may be terminated.
- 6) If I am unable to purchase, maintain, carry and use a cellular device and/or services for PSC business use (e.g. due to financial hardship), I am required to notify my supervisor and the supplemental compensation will end immediately. I also acknowledge that a delay in the notification on my part may result in a corrective payroll action to recover employer costs.

I acknowledge the supplemental compensation is based on and calculated to cover PSC **business usage only**. It will be paid with my regular salary, is subject to withholding for payroll taxes, and will be included on my W-2 form as taxable income. I further acknowledge that I have read and agree to the Cellular Services Policy and that PSC is not responsible for the tax consequences of the stipend or the business use of my personal cellular device.

My supervisor has verified my eligibility and acknowledges that I have a business need for a cellular telephone and/or data service to perform my job responsibilities. Consequently, my stipend will be as follows:

Approved Stipend Amounts (as of June 15, 2012)

Phone	\$25.00 per month	Yes _____	No _____
Data Package	\$25.00 per month	Yes _____	No _____

Employee's Wireless Phone Number _____ Effective Date ____/____/____

Print Employee Name Employee Signature Date

Supervisor's Signature Date

Vice President's Signature Date

The following is a description of the cellular telephone equipment and/or data services the above named employee has currently acquired.

Make/model of cell phone _____
Current service plan on cell phone _____

Office Use Only:

It has been confirmed that the employee does not have a PSC or System Office owned cell phone.

Yes _____ No _____

Attached most recent copy of phone billing or used some other means to ensure a plan was in place and phone was capable of receiving services approved above.

Yes _____ No _____