

Annex A
The Citadel Mobile Device Stipend Allowance Guidance Form

Employee Name: _____ Stipend Start Date (next pay period): _____

Job Title: _____ Monthly Stipend: _____ Index: _____

Department Name: _____ Cell Phone #: _____ Cellular Carrier: _____

Stipend	Basic Cell	MiFi/iPad	Smartphone
Full	\$40	\$10	\$60
Partial	\$20	N/A	\$30

Policy Summary

Employees who hold positions that include the need for a mobile device may receive a stipend to compensate for business-related costs incurred when using their individually-owned device. The stipend will be considered a taxable fringe benefit to the employee. The amount of the stipend will be determined by a person’s job duties as they relate to use and access. The Citadel will review and revise the amounts to be provided for stipends and reimbursement on an annual basis.

Employee Responsibilities. Recipients of a mobile device stipend shall:

- Purchase cellular phone service and equipment and comply with vendor terms and conditions; the employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device;
- Select a service provider, plan, coverage area and features that meet the requirements of their job
- Maintain an active service contract for the duration of the stipend;
- Report any cell phone number or plan changes, as well as the loss or theft of a phone within 24 hours.
- Comply with all Federal and State data maintenance and protection laws (e.g., Family Educational Rights and Privacy Act (FERPA), records retention requirements), as well as all Citadel policies, including those pertaining to data security, acceptable computing use, email, etc.;
- Delete all Citadel data from the cell phone when employment with the College is severed, except when required to maintain the data in compliance with a litigation hold notice;
- Will not download or transfer sensitive business data to an employee-owned device; this excludes Citadel email which is protected through the various security controls listed below;
- Will protect the device with a password or other form of user authentication;
- User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer; the user will not “jail break” the device by installing software that allows the user to bypass standard built-in security features and controls;
- User agrees that the device will not be shared with other individuals or family members, due to the business use of the device. (e.g., potential access to government e-mail, sensitive data, etc.);
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing email attachments; and
- Upon request by The Citadel, the user must allow the installation of mobile device management software or any other software deemed necessary, on the user’s device.

Employee Certification.

I certify that I have read, understand, and agree to the Mobile Device Distribution and Use Policy and my responsibilities under the policy. I further certify that the above stipend will be used toward expenses that I incur for mobile device usage for business purposes. I understand that The Citadel is not responsible for the business use of my personal cellular device.

Employee Signature _____
Date

Department Head Signature _____
Date