

# ALLOWANCE FOR EMPLOYEE-OWNED CELL PHONE AGREEMENT

**By signing below, I understand and agree to all the conditions and terms of a state allowance for my employee-owned cell phone.**

1. I agree to adhere to Procedural Directive 46.1, the Colorado State Controller's "Cell Phone Policy", and the Statewide Security Policy, Acceptable Use of State Data & IT Resources: P-CISP-018.
2. I understand and agree that I will not use my employee-owned cell phone for state business in an unsafe manner while operating a motor vehicle or other equipment.
3. I agree to immediately notify my supervisor, business manager, and the OIT Service Desk if my employee-owned cell phone that is used for state business is lost or stolen.
4. I understand that my allowance is considered income by the state and will be taxed accordingly. I understand that the Department will use a PERA includable earnings code for the allowance amount and the allowance is taxable and subject to Medicare withholding.
5. I understand and agree my cell phone billings are subject to audit by the State as well as other entities. I acknowledge that if I receive an allowance, my employee-owned cell phone bills and other documents are public records as defined by the Colorado Open Records Act, Colorado Revised Statute Title 24, Article 72.
6. I understand my cell phone billings are subject to review by my supervisor and business office, and agree to provide my cell phone billings upon request.
7. I agree to maintain the type of cell phone coverage that is reasonably related to the needs of the Department business.
8. I understand and agree that in the event I do not adhere to any part of Procedural Directive 46.1 or this agreement, I may be subject to any or all of the following actions:
  - a) Forfeiture of the allowance for an employee-owned cell phone; and/or
  - b) The appropriate progressive discipline up to and including termination.
9. I understand that an allowance will not be provided until my state-owned cell phone is turned off, if applicable.
10. I understand that I may not be provided with an office desk phone in order to reduce departmental costs since I will receive an allowance for my employee-owned cell phone which is used for business purposes.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

\_\_\_\_\_  
Employee (printed)

\_\_\_\_\_  
Employee Signature