

Haverford College Cell Phone Allowance Request Form

The College recognizes that some positions may require cellular service in order to fulfill required essential job duties. Employees holding positions identified as requiring cellular services may be eligible to receive an allowance to offset a portion of their personal cellular service costs related to this periodic expectation. Please see the Haverford College Cell Phone Policy for full details, including eligibility.

In order to request an allowance, the employee's supervisor should complete and return this form to Donna Boyer in Payroll.

Employee Name: _____ Employee Title: _____

To receive an allowance, an employee must meet at least **one** of the following criteria and the allowance must be approved. Check each box that applies.

1. The employee's job requires them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and requires them to have regular access to telephone and/or Internet connections.

2. The employee's job requires them to be regularly accessible via Internet outside of scheduled or normal working hours. (This does not include making/taking calls/texts or occasional, incidental, or purely voluntary access, such as checking email from home. Cell service allowances cannot be used as a substitution for home Internet service.)

3. The employee is designated as responsible for crisis management, or is required to be "on-call" during off hours for a significant portion of time (e.g. Campus Safety, certain members of selected divisions, certain members of Facilities and certain IITS staff)

Allowance: Standard (\$30/month) High Data (\$50/Month, requires Senior VP for Finance Approval)

Allowance Start Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Division Head Name: _____

Division Head Signature: _____ Date: _____

Senior VP For Finance (for High Data Plan): _____ Date: _____