

# SANTA CRUZ COUNTY OFFICE OF EDUCATION

## Request for Authorization of SCCOE Cellular Phone Stipend

Date of Request: \_\_\_\_\_

Employee Name/Position: \_\_\_\_\_

Department: \_\_\_\_\_

Employee's Cell Phone Number: \_\_\_\_\_

Date Stipend to Begin: \_\_\_\_\_ 10 months 12 months  
\*\* 1<sup>st</sup> of (month) Dept. Director's Initials Circle # of Months to be Paid

***\*\* Stipends will not be prorated – Effective date cannot be prior to submission of stipend request. Approved forms received prior to the 15<sup>th</sup> will be effective the 1<sup>st</sup> of that month – forms received after the 15<sup>th</sup> will be effective the following month.***

Santa Cruz County Office of Education personnel requiring the use of a cell phone to perform their daily duties will be provided with a TracFone unless a cell phone is determined necessary. If it is determined that the position requires a cell phone, a stipend may be offered. The employee's Department Director, Division Superintendent and the Deputy Superintendent, Business, will determine which plan meets the needs of SCCOE. The following plans are available:

Please check the appropriate box: (Phone stipends will be charged to the employee's position funding source)

**TracFone** – A TracFone will be issued to the employee in order to make business-only calls. Employees who are issued a TracFone will be required to sign out the phone with the Business Department. The phone will already be activated and with prepaid minutes installed. If the phone runs out of the prepaid minutes, additional minutes will be added to the phone after review by the Management Team and Associate Superintendent, Business. The TracFone is **NOT TO BE USED FOR PERSONAL PHONE CALLS.**

**Standard Stipend** – A standard stipend cell phone allowance of \$25.00 per month will be provided to an employee when the nature of the employee's job and business needs dictate that conditions are present to require the employee to carry a cell phone. This stipend will require the approval of the employee's Department Director, Division Superintendent and the Associate Superintendent, Business.

**Departmental Reason for the Employee to receive this stipend:** \_\_\_\_\_

**Smart Phone Stipend** – A Smart Phone stipend allowance of \$80.00 per month will be provided to an employee when the nature of the employee's job and business needs dictate that conditions are present to require the employee to carry a Smart Phone. Employee's cell phone must be compatible with SCCOE technology in order to receive the Smart Phone stipend. Please check with Technology Services prior to purchasing a Smart phone. This stipend will require the approval of the employee's Department Director, Division Superintendent and the Deputy Superintendent, Business.

**Departmental Reason for the Employee to receive this stipend:** \_\_\_\_\_

This approval must be renewed on an annual basis. Approval may be rescinded at any time by SCCOE. TracFones must be returned to the SCCOE Business Department upon a break in service or upon the employee leaving SCCOE.

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

☞ I have read and accept the cell phone stipend policy

The above named employee is authorized to receive the selected stipend.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Deputy Superintendent/Business

\_\_\_\_\_  
Date