MOBILE DEVICES AND RESIDENTIAL SUPPORT CONTRACT
INDIANA UNIVERSITY INSTITUTIONAL POLICY
MOBILE DEVICES and INTERNET ACCESS,
FIN-ACC-I-480
UPDATED 03/25/2014

AGREEMENT

This document confirms that the ___________________________ (unit) deems it necessary for ________________________________ (employee full name) to use a ________________ (device) for bona-fide university business. The employee will enter into a contractual agreement and plan with a service provider of the employee’s choosing. The employee will provide a copy of the contract with the service provider prior to finalization of this document. The employee will receive additional pay in the amount of $__________ per month. The period of this agreement shall be from __________ through __________ and this agreement will be reviewed annually. To begin this agreement the ___________________________ (unit) has agreed to pay a one-time allowance payment to the employee for the purchase of an electronic device in the amount of $___________. If the device is lost, stolen or damaged, the employee must replace it.

TERMINATION

The employing unit will pay any termination fee due when the employee no longer works for the unit and does not wish to continue using the device. If the employee wishes to continue with the plan for personal uses, no termination fee will be provided to the employee. If the employee is transferring to another department, and the receiving department deems it necessary that an electronic device is needed for university business, the new department may assume this agreement. Additional pay will be pro-rated based on the transfer date.

SIGNATURES

_________________________________________ Date: __________________________
(Employee)

_________________________________________ Date: __________________________
(Fiscal Officer)

_________________________________________ Date: __________________________
(Unit Designee)

NOTES

• Retired Employees under 18/20 will not be eligible for this arrangement because of the additional pay feature.
• If a decision is made that current plan is not sufficient to perform university business, it is the unit’s decision to upgrade but should be done only once.
• Please refer to these policies for further information on compliance:
  - Mobile and Internet Access, FIN-ACC-I-480
  - Mobile Device Security Standard, IT-12.1
  - Security of Information Technology Resources, IT-12