University Policy 100.05 STIPENDS FOR WIRELESS COMMUNICATIONS

WIRELESS COMMUNICATION DEVICE JUSTIFICATION AND ACKNOWLEDGEMENT REQUEST FORM

(New and Revisions)

Emplo	yee Name (Print):
Emplo	yee Title:
Section	n A: Justification of Business Need
[]	The duties of the position may lead to potentially dangerous scenarios and situations with no other acceptable or reliable means of alternative communications.
[]	The duties of the position require that the employee work regularly in the field and need to be immediately accessible.
[]	The duties of the position are such that immediate emergency response is critical (executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (telecommunication, computer, or network responder).
[]	The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to official university business and access to information technology systems, in which the judgment of the university, render the employee more productive and/ or the service the employee provides more effective.
[]	The duties of the position require response and decision making to life- threatening or public safety issues and situations.
[]	The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.
[]	The President of the University deems it necessary to ensure the flow of information and critical support of the University's mission.
[]	In most cases, a stipend for the equipment will not be provided. However, if circumstances exist that require a specific carrier/ technology be used, the respective Vice President (in consultation with the department head and Associate Vice President of Information Technology) may approve a stipend to off-set the additional cost of this specific equipment.

Section B: Approval / Acknowledgement

Wireless Communications Stipend Status

(This form is used by Division Vice President for yearly review and re-authorization, or cancellation of Stipend)