

## District Cell Phone Employee Use Agreement

Aurora Public Schools follows the IRS guidelines for personal use of district provided cell phones. Please review the options below and select one that best meets your needs. Employees who select Option 1 are authorizing an automatic deduction in the amount of 25 percent of the total monthly bill. The basic monthly service charge for standard cell phones is \$29.87 (25 percent = \$7.47). The basic monthly service for smart phones is \$51.82 (25 percent = \$12.96). These rates are effective for the 2011-12 school year and are subject to change.

Automatic Deduction Opt-in  
I intend to use the district-issued cell phone for personal calls. I have read and understand the Aurora Public Schools cell phone policy EGAF-R at <http://www.aps.k12.co.us/pol-reg/SectionE/egaf.pdf> and the Safe Harbor Substantiation Method. I authorize the automatic payroll deduction from my monthly wages equal to 25 percent of the district rate and understand the rates are subject to change without notice.

Automatic Deduction Opt-out  
I certify that I will make personal calls on a personal cell phone and agree to provide verification documentation if requested. I have read and understand the Aurora Public Schools cell phone policy EGAF-R at <http://aurorak12.org/pol-reg/SectionE/egaf.pdf>.

### Reminders:

- International use is prohibited
- Photo texting is prohibited

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Authority Signature \_\_\_\_\_ Date \_\_\_\_\_