



For IT Use Only	
Mobile Carrier:	_____
Mobile Number:	_____
Account Number:	_____
<input type="checkbox"/>	Cancel Line
<input type="checkbox"/>	Assume Line

ALLOWANCE FOR MOBILE DEVICES

Qualification

The Allowance for mobile devices has been established to offset costs associated with an employee whose job function may require their availability beyond normal business hours or the nature of their work is outside of the traditional office environment and highly mobile. Therefore, the employee through the nature of their work is required to be accessible by telephone regardless of the time of day, day of the week, or geographical location.

Approval

Approval for an allowance must first be obtained from the employee’s immediate supervisor who has budgetary responsibility and then approved by the Department Executive Director.

Loss, Stolen or Broken

Each employee is responsible for their mobile device. All repairs to damaged devices are the sole responsibility of the employee. Due to the connected nature of SmartPhones and the types of information that may be contained within the system, employees must immediately notify the Division of Information Technology if a SmartPhone device is lost, stolen or broken. A SmartPhone is defined as a phone device that connects to an archdiocesan data network. Although not limited to, typically this is used to synchronize data including email, contacts, calendars.

Support

The Division of Information Technology will provide limited support for mobile devices. The approval of an allowance for a mobile device does not guarantee support of the device. An employee receiving or applying for a mobile allowance is strongly advised to discuss the procurement of a new mobile device with the Division of Information Technology to fully understand the level of functionality supported. Due to the complexity of mobile computing and the influx of new and emerging mobile technology devices, the archdiocese supports certain mobile devices with specific functionality (see back for compatibility chart).

Usage

Employees are not expected to make or receive business calls of any kind on a mobile device while operating a vehicle. The archdiocese is concerned about the safety and well being of it employees and requires all employees to follow all state and local laws regarding mobile device usage.

Need for Requalification

An employee may be required to re-qualify to continue to receive the mobile device allowance. This requalification may include the need to provide usage detail to the archdiocese or grant access to the electronic detail.

Acknowledgement

I have read and understand the Archdiocese of Baltimore’s Allowance for Mobile Devices policy.





Name (Print): _____ Signature: _____ Date: _____

Department: _____ Division: _____ Mobile No: _____

I authorize the following monthly allowance: Mobile Phone (\$40) Smart Phone (\$80)

Supervisor Signature: _____ Executive Director Signature: _____

SmartPhone Device Compatibility with Archdiocesan Systems

Device Operating System	Email	Contacts	Calendar	Remote Wipe
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
  <p>And Other Email Capable Devices (via Pop3 and IMAP Protocol)</p>	<input checked="" type="checkbox"/>	Connected Cable Sync Only	Connected Cable Sync Only	