



## Personal Device used for Montgomery County Business Document of Understanding for Stipend

To be eligible for a stipend the following requirements must be met:

1. The device (as defined in the personal mobility device) may be used to perform Montgomery County business
2. The device must be personally owned by a Montgomery County employee.
3. The device has a data plan that the employee currently pays personally with their carrier
4. The employee's manager must agree that the stipend will be funded from their department and that it is acceptable for the employee to use their personally owned device for county business.
5. The employee and their manager (if employee is not an elected official or department head) must sign this document of understanding
6. The employee and their manager (if employee is not an elected official or department head) must sign the Montgomery County Personal Mobile Device Acceptable Use Policy.

The stipend will be \$50/month payable the first paycheck of each month. At this time only one stipend per eligible employee.

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

Date: \_\_/\_\_/\_\_

Department Head/Elected Official: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**Please return this signed Document of Understanding and the signed Montgomery County Personal Mobile Device Acceptable Use Policy. Both of these documents are available from Human Resources Dept.**