



Mobile Communication Device (MCD) Allowance

UNCG provides full-time staff and faculty who have 12-month appointments the opportunity to utilize their personal mobile communication devices/services for state business. To be eligible for the program, the staff or faculty member's job responsibilities must require mobile communication and/or remote internet access as part of their role. Temporary, part-time, and student employees are not eligible for this plan. Supervisory and department head approval is required for participation.

To receive an allowance for 2018, an approved [MCD Authorization Request Form](#) must be received by UNCG Human Resources via HR OPS@uncg.edu by no later than **Friday, December 15, 2017**. The stipend will take effect in the January payroll. Authorization requests received after **December 15, 2017** will be processed in the next available monthly payroll based upon the date the approved form is received by the HR Operations Team.

Because participation must be reviewed annually, those who received an allowance in 2017 must renew for 2018 and a new [MCD Authorization Request Form](#) is required. Without action, the 2017 allowance will terminate in December. As a result, to ensure there is no interruption in the monthly allowance, please be sure to submit the new form by the December 15 date.

For more information on the MCD Program, click [HERE](#). To access the request form, click [HERE](#).

Questions can be addressed to Glendneil Blackmon, Manager for HR Operations, via gblackm@uncg.edu or (336) 334-3007.



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