

## EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, certify that I have received  
Print employee name  
and have read the City's policy governing City-issued cell phone use.

I have chosen the following option (*please check one*):

- ☐ I agree that I will not use the City cell phone for personal calls except in emergency situations or as noted in Section 3.1.d of the policy. If I violate this policy, I understand that I will be required to reimburse the City for charges incurred and I may be subject to disciplinary action, up to and including termination of employment.
- ☐ I elect to reimburse the City for the use of the line. (***Must have Department Head approval.***)
- The cost will be based on 50% of the amount the provider charges for cellular service and 50% of the cost to have data, i.e., email and messaging. The phone cost will be paid through payroll deduction.
  - I acknowledge that any data, i.e., email, text messaging, and social media on the City-issued phone are subject to FOIA compliance.
  - It is my responsibility to insure that the appropriate payroll deduction is being made.
  - I understand that having insurance on the phone is recommended, that the insurance will be at my expense and that the responsibility for the cost of replacing a lost or stolen phone is mine.
  - I agree to pay the City's replacement cost if I leave employment and fail to turn off "Find My iPhone", thus making the phone unusable.
- ☐ I will use my personal cell phone for City business and will apply for reimbursement as outlined in the policy.
- ☐ I am not issued a City cell phone and will not use one.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature (Item 2 only)

\_\_\_\_\_  
Date

***Copy to Finance Department***