



## **IPAD USAGE ADDENDUM**

All employees are to adhere to the following procedures regarding the punch in/out system:

- If employee is not able to punch in from your personal device, employee MUST use the iPad in the unit instead.
- iPad must be securely stored in the designated secured location unless being used to punch in/out.
- If iPad is lost or damaged, and a valid reason is not given as to the cause, the employee responsible will be charged for the cost to repair/replace the iPad.
- If responsible party cannot be determined, all employees on shift at the time of misplacement or damage will split the cost equally.
- If lost/damaged iPad is not reported to Program Coordinator (House Manager) as soon as possible, any cost incurred will be charged to employees regardless of the reason.

By my signature below, I am stating that I have read, understood, and agreed to abide by the Ipad Usage Addendum.

**Employee**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_