

Company-Owned Cell Phone Agreement

Employee Name (please print)	
Cell number issued to this employee	
Model and cost of cell phone issued	

The above named employee certifies to their named employer that they are using the mobile phone listed above for business use.

TERMS OF USAGE:

- I understand that any cellular telephone owned/leased by the company is to be used to conduct official company business only. The phone is not to be used for incoming or outgoing personal calls except in the case of an emergency.
- Employee understands that no pictures of clients should be taken unless a signed release is completed and in his or her file and your supervisor has given you permission. Employee agrees to comply with all HIPAA regulations regarding Protected Health Information (PHI) and will not transmit anything that would violate HIPAA regulations. All pictures must be deleted from the cell phone as soon as the picture is no longer needed.
- I understand that all company cellular telephone bills are subject to review by management, and I will endeavor to use the phone provided to me in an appropriate and responsible manner using minutes and data (if applicable) only when necessary to do your job.
- I understand that I am responsible for ensuring the phone is maintained in a safe and secure manner. I understand that if I lose a company cell phone or it is damaged beyond repair due to my negligence, I will be responsible for the cost of replacing the phone.

I understand that I am responsible for the following:

- Abiding by all state and federal laws for using cell phones while driving
- Answering the phone in a professional manner
- Ensuring the phone is turned on and in my possession when conducting company business.
- Learning how to use the phone
- Activating my voice mail immediately and if I am unable to do so, I will seek assistance.
- Maintaining a charge on my phone
- Maintaining all accessories that came with the company phone and keeping the phone in the protective case that the phone came in
- Not altering the phone settings or simm card
- Not swapping cell phones with other staff members
- Returning my assigned cell phone and all accessories that accompany the phone when leaving position or leaving employment of the company
 - Phone and all accessories that accompany the phone are returned to technology personnel.
 - If I do not return the phone and accessories that accompany the phone, I will be financially responsible and the company will withhold payment of any benefits in the final payroll check until phone is returned.

By signing this document, the employee understands and agrees to the terms of usage and responsibilities listed in this document.

Employee Signature

Date

Supervisor Signature

Date