

# **Chapter Twelve:**

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## **Miscellaneous University Policies**

This Chapter contains miscellaneous Policies & Procedures of Cumberland University.

Any additions and/or deletions of the Policies & Procedures contained in this Chapter will be sent to each Faculty and Staff Member and inserted in the Handbook, throughout the year.

1. Computer Network Access and Responsibilities
2. Computer Purchase, Repair, and Maintenance
3. Space Management
4. Facility Scheduling
5. Facility Use Fees
6. Maintenance Work Order Request
7. Recognized Modes of Communication
8. Disabled Vehicles
9. Parking
10. Public Relations
11. Cellular Telephones

## Computer Network Access and Responsibilities

The University on 7/15/98 adopted this policy.

This policy applies to the use of Cumberland University computing resources, including computer data networks and the resources they make available, as well as stand-alone computers, printers, scanners, and/or other computer related devices that are owned and/or administered by Cumberland. The policy commences when the user either turns on a CU owned and/or administered stand-alone computer, logs onto the CU computer network from any location, or otherwise accesses Cumberland University computer related resources.

Computer access is granted with the understanding that Cumberland computing resources will be used for University purposes. Faculty members, staff members, and students may access and use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business within the University, and other University-sanctioned activities. Any uses of Cumberland University computer network equipment other than those stated in this policy must have prior written approval by the Vice President for Administration via the Office of Information Technology.

System administrators at Cumberland may publish more restrictive policies respecting use of particular computer systems. Users must abide by all policies approved by the President's Cabinet related to specific computer network systems where applicable.

### Secure Use

Users of Cumberland computer resources are responsible for the correct and sufficient use of the tools available for maintaining the security of information stored on each stand-alone computer and/or computer system. While ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user, a reasonable effort will be made by Cumberland to lessen the impact of such loss or damage.

Users are responsible for observing the following precautions:

1. Computer accounts, passwords, and other types of authorization that are assigned to individual users are not to be shared with others.
2. The user must assign an obscure alphanumeric account password of at least 6 characters and numbers. Passwords must be changed frequently.
3. The user must understand the level of protection each computer system automatically applies to files and supplement, if necessary, for sensitive information.
4. The user must make regular backups of important data and other essential information to network server.
5. The user must be aware of computer viruses and other destructive programs and take steps to avoid being a victim or unwitting distributor of these processes. User may not disable or uninstall University approved virus protection software.
6. The user should be aware that Cumberland computing resources, including software such as electronic mail, are not necessarily secure or private. Users should not use University email for sensitive personal correspondence.

### Respectful Use

Cumberland computing resources should be used in a manner that is protective of the use access and property rights of others. Users must therefore:

1. Abide by all local, state, and federal laws, including copyright laws.
2. Abide by all applicable software license agreements.
3. Use only the accounts, access codes or network identification numbers assigned to them.
4. Access only those files or data they are authorized to use.
5. Refrain from using computing resources in ways that unnecessarily impede the activities of others.
6. Refrain from using computing resources in ways that are unlawfully harassing to others.

### Cooperative Use

Cumberland expects that computer users are willing to cooperate so that all users may make maximum use of facilities in a shared environment. Users are expected to:

1. Regularly delete unneeded files from accounts on shared computing resources.
2. Refrain from unneeded use of bandwidth, information storage space, printing facilities or processing capacity.
3. Refrain from unneeded use of interactive network utilities.
4. Refrain from using sounds or visuals that are disruptive to others.

### Sanctions

Violations of this policy may be grounds for discipline. Discipline may include loss of computing access, privileges, or other sanctions up to and including restitution, monetary fines, and prosecution under statutes, and/or loss of employment. Disciplinary procedures are outlined in the Faculty/Staff Handbook or the Student Handbook.

In addition, Tennessee and federal law provides for civil and criminal penalties for violations of the law by means of computer use. Examples of unlawful actions include defamatory remarks, destruction of data or equipment belonging to the University or to others, unauthorized copying of copyrighted material and the transportation of obscene materials across state lines.

### Network Capable Computers

University owned and/or administered computers are capable of connecting to the campus computer network and providing the following basic functions: network communication, word processing, email, web browsing, spreadsheet, presentations, and database. Any function other than those listed are unusual and will require prior written approval to install from the Vice President for Administration via the Office of Information Technology. The minimum configuration of a network capable computer is a Pentium 3 or higher central processor, at least 256 megabytes of RAM, a hard drive of at least 18 gigabytes, a color monitor of at least 15" diameter, and an approved network card. Modems, scanners, printers, or other hardware additions are not permitted without prior written permission from the Vice President for Administration via the Office of Information Technology. Approval is required in order to maintain the integrity of the computer network

and to establish standard upgrade paths. Policies and forms for requesting permission to add and use additional hardware and a list of approved manufacturers and parts may be obtained from the CU intranet or the Office Information Technology. Unauthorized hardware additions may be disabled or removed without notice. Cumberland University reserves the right to move CU owned/administered network capable computers to any location at any time.

### University Approved Software

University owned and/or administered computers are capable of connecting to the campus computer network and providing the following basic functions: network communication, word processing, email, web browsing, spreadsheet, presentations, and database. Any function other than those listed are unusual and will require prior written approval to install from the Vice President for Administration via the Office of Information Technology. The official software applications and operating system for stand-alone computers owned by the University are Microsoft Windows XP Professional, Microsoft Office 2003, Microsoft Internet Explorer 6 or 7, and TrendMicro OfficeScan. All other software applications loaded on University owned/administered stand-alone or network compatible computers must have prior written approval for installation from the Vice President for Administration via the Office of Information Technology. Approval is required in order to maintain a central inventory of licenses in order to verify appropriate software usage and University property. Individual hard drives will be monitored for unauthorized software. Policies and forms for requesting permission to load and use additional software applications may be obtained from the CU intranet or the Office of Information Technology. Software applications found loaded without explicit permission from the President's Cabinet may be disabled and/or removed without notice.

### Network Printing

The University is committed to providing centralized network printers as the primary printing option for users. Users are expected to use network printing for all printing jobs except highly confidential documents, mailing labels, and envelopes when required. The Vice President for Administration via the Office of Information Technology reserves the right to assign any non-network printer to another location at any time. Users are expected to learn to use the network printer to the fullest extent possible.

## Intellectual Property

All information on University owned computers and networks is the property of Cumberland University. Users should note this fact when using computers for personal matters. Cumberland University reserves the right to examine and/or seize any data on the hard drive any University owned/administered computer at any time. Email is considered network information. Any information sent through a Cumberland University email address is subject to review. Users should not presume any level of privacy when sending or receiving email through the Cumberland computer network.

## Individually Owned Computer Hardware or Software

In order to establish valid and legal licenses and to establish a University computer network inventory, any computer hardware or software not owned by the University must be removed on or before July 21, 1998. Any computer hardware or software found after July 21, 1998, will be considered University property and subject to recording as University property. Any University owned computer hardware or software not on Cumberland's premises in Lebanon must be returned to campus on or before July 21, 1998, for recording as University property. Any computer hardware or software donated to the University must be approved by the Office of Information Technology for compatibility with the computer network and to assure that the appropriate license is filed. A gift-in-kind letter will be forwarded to the contributing person. Forms for requesting a gift-in-kind donation letter may be obtained on the CU intranet or from the Office of Information Technology.

## Additional Computer Network User Responsibilities

The user of a Cumberland University owned/administered network capable computer also assumes responsibility to:

1. Prevent to the best of one's ability any physical damage to the stand-alone computer and any related devices.
2. Provide an appropriate location for the computer.
3. Report in a timely and appropriate manner to the Office of Information Technology any problem or any unauthorized use of the computer and related equipment. Report forms may be obtained on the CU intranet-
4. Allow only University authorized personnel to access and/or modify University supplied computer hardware, software, and/or intellectual property. Authorized personnel include Cumberland University faculty or staff needing to perform University related tasks on the computer and/or related equipment. Authentication of authorized personnel and/or work may be obtained from the Office of Information Technology.
5. Learn to use the University supplied computer software to the fullest extent possible. Users are expected to attend University sponsored training sessions and to use University approved computer applications to the fullest extent possible on a regular basis.

## Policy Changes

Changes in computer network policies will be published on the CU Intranet. Users are expected to abide by any changes posted on the CU Intranet.

### Training Opportunities

Cumberland supports the use of University provided software applications by providing various training opportunities. Users are encouraged to participate in as many training opportunities as schedules permit. Training opportunities include:

1. Continuing Education courses – contact the Office of Continuing Education for a topic and class schedule.
2. Academic credit courses – see the Catalog and timetable for class schedules.
3. University sponsored workshops – contact the Office of Information Technology for a schedule.
4. Colleagues – work with colleagues who have mastered the skills to perform desired functions.

### University Upgrade Path

Cumberland will upgrade University owned/administered network capable computers and software on a regular basis. Users are expected to use the standard computers and software applications until the University approved upgrades occur.

### CU Web Page Publishing

The purpose of the CU Web Page is to provide to the Cumberland community and to the general public a concise and current source of information about Cumberland University. Additionally, a CU intranet is provided for the Cumberland community to facilitate communication and information sharing. Because of the growing complexity of over 1,000

pages of the CU Web Page, management parameters must be established and followed in order to produce the most informative site with the quickest possible access time. The Office of Information Technology has responsibility for maintaining and modifying the CU Web Page. All CU Web Page modifications must be submitted to the Campus Web Master for placement on the CU Web Page. The CU Web Page Committee, chaired by the Director of Information Technology, will provide overall direction, including navigation and button decisions, for the CU Web Page. Division Chairpersons or office administrators have responsibility for providing accurate and timely information to the Campus Web Master for posting to the CU Web Page. Responsible chairpersons or office administrators may be listed on the appropriate homepage as the person to contact regarding content questions or concerns about the appropriate division or office.

A disk copy in Word, Excel, PageMaker, or plain text format of any item published by University personnel for distribution to the general public or to the Cumberland community should be forwarded to the Campus Web Master for posting to the CU Web Page and/or CU intranet. Posting of correctly formatted and submitted work will be facilitated within five working days. All submitted work, which is not in an acceptable format, will be returned for revision. All publications forwarded for posting must be accurate and complete. Responsibility for the accuracy and the completeness of the publication is the author's and/or responsible Division Chairperson or office administrator.

### Technology Request For Service Policy

Maintaining and modifying the CU computer network is one responsibility of the Office of Information Technology. In order to perform maintenance and modification of the CU computer network, all requests for service on the computer network and related resources must be forwarded to the Office of Information Technology in writing through email. Requests for computer related services must be emailed to [helpdesk@cumberland.edu](mailto:helpdesk@cumberland.edu). Service requests must include: person requesting work, description and nature of work to be completed, and, date and time of problem. Requests for service will be processed on a priority and receipt basis. Oral requests for service cannot be accommodated due to large volume.

## **Policy on Computer Purchase, Repair and Maintenance**

The Office of I.T., under the guidance of the Director of I.T., in consultation with the University administration, is tasked with the responsibility of total management of the computer/technology resources of the University.

The Director of I.T. shall determine the "standard" configuration and specifications for hardware, software, and other I.T.-related components. Funding for provision of this standard configuration will be provided within the Office of I.T. budget. Purchases beyond the standard configuration will be at the discretion of the Director of I.T. and most often will

need to be funded by the specific department's budget. In all cases, the Director of I.T. shall be consulted and sign-off on all I.T.-related purchases of the University.

Repair and maintenance of computer/technology resources shall be coordinated by the I.T. Department. Funding for repair and maintenance will be provided within the I.T. Department budget and will be based upon maintenance of the standard configuration. Like purchases, repair and maintenance beyond the standard configuration will be at the discretion of the Director of I.T. and most often will need to be funded by the specific department's budget. In all cases, the Director of I.T. shall be consulted and sign-off on all I.T.-related repair and maintenance of the University.

## **SPACE MANAGEMENT**

It is the policy of the University to provide adequate space for its instructional and administrative operations. To ensure the policy is followed and consistent with future plans, all space needs, requested assignments, and renovations must be authorized by the Vice President of Administration.

### **INSTRUCTIONAL SPACE**

Classrooms will be assigned each semester ensuring that adequate space is provided. Classroom assignments will be based on the type of instruction and volume of students enrolled. The Registrar, under the direction of the Provost of the University/Vice President for Academic Affairs, will assign classrooms.

## **OFFICE SPACE**

The Director of Human Resources will assign all office space for Administration, Faculty, and Staff. Office Space assignments are subject to change, however care and planning will be taken to ensure that disruption in the position's productivity is kept at a minimum.

- Full time, core employees, Administration, Faculty and Staff, will be provided an adequate office space. Private offices will be assigned based on the type of position and the responsibilities thereof, and availability. The office space will be equipped with a desk, chair, computer and telephone. For availability of additional furnishings, such as bookcases, filing cabinets, and chairs, please contact the Switchboard Operator.
- Part time, core employees, Faculty and Staff, will be provided an adequate workstation during their on-campus working hours. Based on the type of position and responsibilities thereof, and availability, part time employees may share the workstation with other part time employees.
- Due to limited office space, Adjunct faculty may not be assigned office space and/or work stations. Needs, such as use of a telephone, copier and/or a temporary workstation, should be addressed to the appropriate Division Chair.

Assignments that are not satisfactory to the instruction and/or position may be appealed through normal chain of command.

## **FACILITIES SCHEDULING AND FEES**

### **Facility Scheduling**

All University facilities shall be scheduled through the Office of Administration. This is to include all events held on the campus of Cumberland University. In keeping with the policy on Space Management, space for courses are to be assigned by the Registrar and office space assigned by the Director of Human Resources and is subject to approval by the Vice President for Administration. Both classroom and office spaces are to be placed on the Master Facilities Schedule as per this policy.

It is recognized that many areas throughout the campus have "primary" uses, i.e. athletic fields, fine arts studios, classrooms, etc. Every effort will be made to consult those individuals with primary usage prior to scheduling of other events. Primary users will have priority, however, this use must be placed on the Office of Administration's Master Facilities Schedule

to receive priority. Those events not placed on the Master Facilities Schedule will be considered unofficial and may be bumped by properly scheduled events.

### **Facility Use Fees**

The use of Cumberland University facilities will be subject to standardized fees to offset cost and provide incremental revenue to the institution. A list of standardized fees will be established by the Vice President for Administration and will be made available to those interested in scheduling facilities of the University.

Events of the institution and its recognized organizations will be exempt from the facility use fee, provided revenue is not generated directly from the event. Revenue-generating events will be subject to the facility fee. All clients external to the institution will likewise be subject to the facility fee. Specific exceptions must be approved in writing by the Vice President for Administration.

## **MAINTENANCE WORK ORDER REQUESTS**

All requests to the Department of Physical Plant for work to buildings, grounds, and equipment maintenance should be submitted via the electronic request form found on the Intranet. As standard practice, all requests will be acknowledged by the end of the next working day. Additional notification will be provided upon job completion. Work requests will be prioritized based on the following criteria: safety and health, stoppage in work, order of submission, and general need. All requests involving elective improvements or enhancements will require approval of the Vice President for the area involved.

## **RECOGNIZED MODES OF COMMUNICATION**

Throughout any effective organization, efficient modes of communication must be established and maintained. In an effort to encourage effective lines of communication throughout the university, the following expectations have been developed.

The University recognizes the following modes for communication throughout the institution:

1. Electronic-mail (e-mail) and attachments via the Microsoft Office Suite
2. Written hardcopy
3. Telephone and University-sponsored voice-mail
4. The Cumberland University World Wide Web page and Intranet of the University

All employees are not only strongly encouraged, but expected, to utilize email, and other electronic mediums, as the primary mode of written communication. In order to ensure effectiveness of the various recognized mediums, employees are expected to check their e-mail, voice-mail, and traditional mail on a daily basis throughout the regular work week. Likewise, as with other traditional publications of the University, employees are expected to be familiar with information posted via the Cumberland University World Wide Web page and Intranet of the University.

## **POLICY ON DISABLED VEHICLES**

Disabled vehicles are prohibited on the campus of Cumberland University. Any vehicle which is deemed disabled, left unattended/parked in the same location for an extended period, or who's owner is unresponsive to repeated citations will be considered abandoned and will be cited, impounded, and/or towed at the owners expense.

## **PARKING**

All cars on campus must be registered with the Office of Administration and have a valid parking tag or sticker. Student parking permits and validation stickers are provided by the Business Office upon completion of the registration process. Visitors may obtain a temporary permit from the Office of Administration. A number of parking spaces are also made available for those with valid disabled parking permits, issued by local authorities or the Office of Administration. Those with temporary disabilities may obtain a temporary disabled permit from the Office of Administration.

Parking is permitted on marked paved or graveled areas only. Parking in restricted areas, in front of dumpsters, in fire lanes, or on the grass is strictly prohibited. Vehicles parked in fire lanes, other unauthorized places, or vehicles with repetitive violations may be subject to towing or impoundment at the owners expense. Disabled vehicles are prohibited on the campus of Cumberland University. Any vehicle which is deemed disabled, left unattended/parked in the same location for an extended period, or who's owner is unresponsive to repeated citations will be considered abandoned and will be cited, impounded, and/or towed at the owners expense.

Parking fines for violations are listed below:

- Invalid Parking Permit [\$15.00]
- Parked in Disabled Person's space or area [\$50.00]
- Parked in No Parking space or area [\$15.00]
- Parked in Reserved or Designated space [\$15.00]
- Parked in an area not designated for parking [\$15.00]
- Other offenses [\$15.00]
- Vehicle impoundment [\$50.00 in addition to standard violation fee]

Fines are payable to the University Business Office and transcripts will be held until fines are paid in full. All towing fees are the responsibility of the owner of the vehicle.

### **Appeal of Campus Security Citations**

In accordance with due process, all citations by campus security may be appealed.

The process for appeal is as follows:

1. An Application for Appeal must be submitted with the Office of the Vice President for Administration within five (5) working days of citation issue.
2. Application for Appeal must state specifically why the citation should be rescinded.
3. The citing officer may rescind the citation prior to review by the Vice President.
4. The Vice President will review the Application for Appeal within 30 days of filing.
5. Should the Vice President deem necessary, the applicant and/or citing officer may be called to address questions or to provide additional information; otherwise, the written Application for Appeal will act as the sole representation of the applicant's argument.
6. At no time shall the applicant be represented by a third party.
7. The decision on appeal shall be provided to the applicant and University Business Office.
8. The decision of the Vice President is final.

### **Parking Lots**

Cumberland University has designated parking lots. Lots labeled 'A' are for administration, faculty, staff, and commuters. 'A' lots include:

- Memorial Hall lot,
- spaces and lot behind Dallas Floyd Recreation Center and Bone Hall,
- area that extends out to and around the athletic fieldhouse, and
- Mitchell Student Center/Heydel Fine Arts Center lots.

Lots labeled 'B' are restricted to resident student parking only. 'B' lots include:

- Mary White Hall lot
- Edward Potter Hall lot
- Justin Potter Hall lot (off South Greenwood)
- University Commons I lot
- University Commons II lot

The University reserves the right to block off certain areas of parking for special events.

*As revised and approved by the President's Cabinet, March 22, 2004.*

## **PUBLIC RELATIONS**

Any media, media personnel and/or individual requesting a quote and/or press statement should be directed to the Director of Public Relations, or the President's appointed media contact. Media outlets requesting information about Cumberland University Athletic Programs should be directed to the Director of Athletics.

Administrators and School Directors wishing to release announcements concerning upcoming events should send the written announcement/press release to the Director of Public Relations, or the President's appointed media contact, for approval and distribution. The President of the University has final approval of all press releases.

Administrators, Faculty and/or staff members at Cumberland University should not speak on behalf of the institution.

## **CUMBERLAND UNIVERSITY**



### **Policy on Distribution and Use for Cellular Telephones**

Adopted by Executive Management January 22, 2007

#### **1 Purpose:**

The purpose of this policy is to provide a set of guidelines governing the use of cellular telephones and related portable devices by Cumberland University employees and to provide guidelines, criteria and conditions for reimbursement of business use of personal cellular telephones.

#### **Effective Date:**

This policy is effective as of January 22, 2007.

#### **Eligibility and Approval:**

Cumberland University shall assign equipment only for the conduct of University business. A University cell phone may be an appropriate tool to conduct University business when it is determined that an employee's communications needs cannot be met using other available alternatives. The following position characteristics will be used as initial basis to establish the need for a university-issued cell phone:

1. A requirement to travel frequently on University business;
2. Large amounts of time customarily spent away from the office;
3. Personal safety concerns for individuals while traveling;
4. Mobility for most of a typical work period;
5. Responsibility for response to emergency situation;
6. Responsibility for restoration of critical services, or;
7. Member of the Executive Cabinet.

Vice Presidents will be the approving authority for assigning cell phones to employees under their budgeted responsibilities. They will also be responsible to ensure that employees assigned University cell phones comply with all University policies and procedures including review and approval of monthly cell phone bills.

#### **General Use Guidelines:**

- The cell phone provided will be a basic phone limited to \$50.00 in cost. If the employee chooses, the employee may buy an upgrade phone at the employee's own expense.
- Since cellular communication is the least cost-effective means of communication among the numerous options available, cell phone use should be limited to those circumstances in which it is the only effective available option. Since the University's service arrangement limits the total number of usage minutes available for all devices covered under the entire plan, users should exercise restraint to avoid excessive use. Calls made after 7:00 PM and before 8:00 AM or on weekends do not count as usage minutes, therefore, any personal calls and as many business calls as possible should be made during these times.
- Both regular cell phones and more advanced devices (Blackberry © and similar devices) may be loaded by the user with personal, confidential or proprietary information. Employees should take advantage of the security features built into their device to safeguard the release of such information to unauthorized individuals, and should undertake data backup procedures similar to those applicable to the employee's computer.

#### **Personal Use:**

All CU-issued devices are intended for use in conducting university business. While it is understood that an occasional personal use call could be made using a university issued cell phone, these calls should be kept to a minimum. No more than 15% of total usage should consist of personal/non-business related calls. University employees should purchase their own cellular phones and be the billing entity when personal minutes average 15% or more of total minutes of phone use. All personal calls or other use of the CU-issued device which results in the incurrence of additional charges (downloads, personal messages, etc.) in excess of the University's base device charges must be reimbursed by the employee to whom the device is issued.

**Program Management:**

The Information Services Office is charged with management and oversight of the University's relationship with cell service providers. I.S. staff will place all orders for cellular telephones and similar devices, as well as make all arrangements for services with the contracted vendor and take delivery of equipment. I.S. staff will monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan for the University. In the case of equipment malfunction, loss, theft, or accidental damage or destruction of a University-owned device, the employee should immediately advise I.S. staff of the event, so that appropriate repair, reassignment, or other remedial action may be undertaken.

Cell phones and service will be billed to the University. The user's cost center will be charged monthly.

**Personal Purchases:**

If the contracted service provider offers special rates or discounts for CU employees as a part of the service package, employees taking advantage of such special terms must open such service accounts in the employee (or family member, if applicable). All charges on such an account will be solely the responsibility of the employee, and all invoices for such services must be sent directly to the employee's billing address.

**Removal of Cell Phones:**

A University cell phone is the property of the University and as such may be removed from the employee's possession at any time. Abuse of university cell phone privileges, upon the discretion of the dean, director, department chair, or immediate supervisor will result in loss of university cell phone privileges.

**Cell Phone Safety While Driving:**

As a driver, your first responsibility is to pay attention to the road. When driving on University business or driving while conducting business on behalf of Cumberland University, the following applies:

If a cell phone call must be made while driving, use a hands free device whenever possible. If not possible follow these basic dos and don'ts.

- Never initiate a call while driving
- Allow voicemail to handle your calls and return them when you are not driving.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.

Put cell phone safety first.

## CUMBERLAND UNIVERSITY



### Acknowledgement of Receipt Cumberland University Policy – Cellular Telephone Services and Equipment

I acknowledge that I have received the Cumberland University policy covering Cellular Telephone Services and Equipment and understand that I am responsible for reviewing it and complying with the policy requirements.

I further acknowledge that the policy:

\_\_\_\_\_ contains a section on Cell Phone Safety which discourages the use of the cellular phone while driving for Cumberland University

\_\_\_\_\_ contains a section on Removal of Cell Phones and obligations to return the cellular phone when no longer needed or when user is no longer employed by Cumberland University

\_\_\_\_\_ contains a section on the Personal Use that identifies limited use for personal calls from the Cumberland University equipment and outlines reimbursement requirements for personal use resulting in additional charges.

\_\_\_\_\_  
Employee Name (Please Print)

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Cell Phone Issued

Supervisor should retain one copy of this signed form, give one copy to employee, and forward one copy to Human Resources.