

County-Provided Cell Phone¹ Agreement

The _____ (“Agency”) has determined that _____ (“Employee”) requires the use of a cell phone for business purposes pursuant to Salt Lake County Policy 1035. Employee shall read, understand, and will abide by Salt Lake County Policies 1035 (Employee Use of Cell Phones), 1125 (Safeguarding Property/Assets) 1401-1 (Acceptable Use), 1400-4 (IT Security Incident Reporting), 1400-5 (Mobile Device Protection), and any other applicable policy.

The business need is as follows:

- The Agency needs to be able to contact the employee at all times for business emergencies
- The Agency requires that the employee be available to communicate with customers and management and respond to important emails when the employee is away from the office or off work

The service that will be provided is:

- Monthly voice and data plan
- Voice-only plan
- Data-only plan

The cell phone and plan will be paid for as follows:

- County-owned phone and County-paid plan
- Personally-owned phone and County-paid reimbursement
- Personally-owned phone and County-paid allowance
Amount of allowance per pay period \$ _____

By my signature below, I affirm that I have read, understand, and will abide by Salt Lake County Policies 1035 (Employee Use of Cell Phones), 1125 (Safeguarding Property/Assets) 1401-1 (Acceptable Use), 1400-4 (IT Security Incident Reporting), 1400-5 (Mobile Device Protection), and any other applicable policy.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head/Elected Official: _____ Date _____

¹ The term Cell Phone includes tablet devices, such as iPads, pursuant to Policy 1035.