



**Elizabeth Richardson Center, Inc
Company-Owned Cell Phone Agreement**

Employee Name (please print):	
Cell Phone Number issued to this employee:	
Model & cost of cell phone issued to this employee:	\$399 - \$599 depending on model/memory

The above named employee certifies to The Elizabeth Richardson Center, Inc. (ERC) that they are using the mobile phone listed above for ERC business use.

TERMS OF USAGE:

- I understand that any cellular telephone owned/leased by ERC is to be used to conduct official ERC 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 ERC 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 an ERC 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 ERC business.
- Learning how to use the phone
- Activating my voice mail immediately and if I am unable to do so, I will seek assistance.
- Returning my ERC assigned cell phone and all accessories that accompany the phone when leaving position or leaving employment of ERC
 - a. Phone and all accessories that accompany the phone are returned to technology personnel.
 - b. If I do not return the **phone and accessories** that accompany the phone, I will be financially responsible and ERC will withhold payment of any benefits in the final payroll check until phone is returned.
- Maintaining a charge on my phone
- Maintaining all accessories that came with the ERC 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

Otter case (\$39-\$59) Charger cord (\$ 19) USB adapter (\$19) Car charger (\$29)

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

After signing, please submit this form to Human Resources.