



## **Employee Agreement and Responsibilities for Cellular Use**

The opportunity of having access to a Maverick County cellular phone is a responsibility not a right. Please read below and direct any inquiries, comments, and questions about understanding the responsible use of cellular lines to the Maverick County Auditor's Office. The cellular phone is the property of Maverick County at all times.

The equipment must be returned to the Auditor's office when the authorized users do not longer have a need for it. To verify the equipment return, users must sign a copy of the Cellular Responsible Use Form, which will serve as a receipt for the employee.

### **Appropriate Use**

- Cell phone is to be used primarily for authorized County business, but some limited personal use is permitted, such as emergencies.
- Users will be held responsible at all times for the proper use of their cell phone.
- Users will return the cell phone to the County when contractual days are completed. Cellular phones will be re-issued on user's first contract day. A new agreement form must be completed each year.
- Users are responsible at all times for keeping the cellular telephones in good physical condition. Maverick County will not provide case protectors for the phones; users are responsible of acquiring them on their own.
- Users are responsible for reporting any accident, or malfunction of the cellular equipment to the Auditor's Office.

### **Inappropriate Use**

- Excessive personal use, this will be monitored
- Damage or loss due to negligence
- Unauthorized use, including use by other individuals
- Making out of plan area calls
- Personal long distance calls, this will be monitored
- Personal text messaging
- Unauthorized use of internet

## **Consequences**

- Users will reimburse the County for the repair or replacement cost of a damaged, lost or stolen cellular telephone; if the damage, loss or theft was due to their negligence. This will apply when the phone replacement has a cost; otherwise, if the employee does not agree to pay for this replacement, a used phone in good working conditions can be assigned as a replacement, or the user will lose the right to use a cell phone.
- Reimbursement from the user for unauthorized usage including, but not limited to out of plan area calls, text messaging, and personal long distance calls. When requested, users will review the monthly billings, verifying the accuracy of the billing, and identifying any calls that were not official business.
- Users who are no longer employed by the County must reimburse the County for the purchase price if they do not return the telephone the last day of employment with the County.
- Suspension of cellular phone privileges.
- Other disciplinary or legal action, in accordance with the County policies and applicable laws.
- Documentation in employee evaluation system.

## **Reporting**

If applicable Internal Revenue Service (IRS) reporting requirements might apply and any reporting forms will be issued through the payroll process.