

Departmental Cell Phone Employee Form

I understand that the cell phone provided to me by Messiah College during my work hours on campus, or during assigned on-call hours is to be used for business purposes only. I understand that no personal use is permitted, and that any use of Messiah College's cell phones for personal calls or text messages will be subject to disciplinary action.

Employee Signature

Employee Name (Printed)

Signature Date

Department

Original to: Human Resources
Copy to: Supervisor