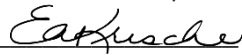


**AGREEMENT TO USE PERSONAL CELL PHONE FOR WESTERN BUSINESS**

<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  AVP (FM)	<b>CLASSIFICATION:</b> Administrative Policy (Business Operations)	<b>EFFECTIVE:</b> <u>2021-11-09</u>
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Facilities Management requires that all users agree to the following conditions before using a personal cell phone for Western related business for which they will be partially reimbursed.

1. Employee eligibility for reimbursement is at the discretion of FM Directors and is based on FM's need for communication with the employee. Eligibility is restricted to staff in supervisory and Lead Hand positions, or as supporting life safety equipment, emergency notification, or response situations at Director discretion. FM Managers, Directors and AVP-level roles are provided FM-owned devices and therefore are not eligible for personal cell phone reimbursement.
2. Employees who have already been issued a FM cell phone will not be eligible for this agreement unless the existing FM plan can be terminated without penalty, or the phone can be redeployed to another employee.
3. The employee is responsible for their own equipment including purchase, repair, accessories, etc. The device remains the property of employee. The equipment is to be maintained in good working condition by the employee.
4. The employee agrees that their phone number can be shared with others who need it at Western and published on FM phone lists and directories, the same as if it were an FM-owned device.
5. The employee will enroll in and register their cell phone for Alert WesternU.
6. U.S. and/or international roaming charges will not be reimbursed unless preapproved by the employee's supervisor. Under normal circumstances, approval must be received at least 5 business days prior to travel.
7. Long distance charges will only be covered for Western-related business and must be approved by the employee's supervisor.
8. When engaged in Western business, the employee will ensure that the mobile device is used in an effective, ethical, and lawful manner. The employee agrees to set a security password/access control on their device. FM expects all employees to conduct themselves according to the high standards of professional ethics and behavior appropriate in an institution of higher learning.
9. In consideration for the use of the employee's cell phone on Western business, FM will reimburse the employee at a rate of \$30.00 per month, for each month that the phone has been used for Western business. The employee is responsible for submitting an expense report no more frequently than once every 6 months and at the termination of this agreement due to job change.
10. This agreement can be terminated by the employee or by FM at any time with 5 business days' notice.
11. This policy does not supersede or override University Policy 1.13 – Computing, Technology, & Information Resources or other Western University corporate policies.

**Misuse of the cell phone and/or breach of this policy could result in loss of reimbursement.**

I understand and agree with this policy.

Employee Name: \_\_\_\_\_ Director's Name: \_\_\_\_\_  
 Employee Cell Number: \_\_\_\_\_ Director's Signature: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

***Please return completed form to Director, Business Operations.***