

Glen Cove Local Economic Assistance Corporation Cell Phone Policy

Purpose: To provide a guideline for the use of cell phones for the Glen Cove Local Economic Assistance Corporation.

Policy: Cell phones are to be used for business use only. *Business use* is any use in the course of performing specific job-related duties on behalf and for the benefit of the Glen Cove Local Economic Assistance Corporation. Upon termination of employment, the phone must be returned in good working condition or employee must bear the cost of replacement.

Acknowledgement:

I acknowledge receipt of the above cell phone policy and agree to abide by the policy as a condition of my employment and my continuing employment at the Glen Cove Local Economic Assistance Corporation.

Printed Name

Signature

Date