

**KNOX COUNTY SCHOOLS
MAINTENANCE & OPERATIONS DEPARTMENT**

CELLULAR TELEPHONE REQUEST AND ACKNOWLEDGEMENT

SIGNATURE OF FOREPERSON/SUPERVISOR:	_____
EMPLOYEE TO RECEIVE CELLULAR TELEPHONE:	_____
CRAFT/SCHOOL/ASSIGNMENT:	_____
DATE:	_____

You are receiving a cellular telephone/radio to facilitate your work efforts. Before you accept, the telephone please read the statements below. Once you have read the statements below, sign at the bottom of the sheet and return this sheet to me.

1. The Knox County Schools Maintenance & Operations Department (KCSMO) is providing this cellular telephone/radio as a courtesy to you so that your work will be facilitated. You are encouraged to use regular telephones whenever possible. If a regular telephone is not available, you are encouraged to use the radio portion of the unit. Only if a regular telephone is not available and the radio function is not applicable are you to use the cellular function. Just because someone pages you does not mean that you must return the call immediately. You might wait until you can use a regular telephone line.
2. Non-work calls must be kept to a minimum. The current cost for non-work calls will be reimbursed to KCSMO each month. When you receive the monthly detailed billing, review the calls and reimbursement \$0.25 per minute for any call that is not work related.
3. If you are unexpectedly required to work overtime and a regular phone line is not available, you may use the cellular phone to let someone know that you will be late. You will not be expected to pay for this call as long as it is under two minutes in duration.
4. KCSMO reserves the right to audit your cellular telephone bill to make sure that personal calls are properly handled and credited.
5. The KCSMO reserves the right to reduce your cellular telephone usage or discontinue provision of a cellular telephone altogether as it sees fit.
6. Should you have questions about the use of your cellular telephone, please contact your immediate supervisor.
7. KCSMO will replace cell phones due to normal wear and tear. However, damage or destruction of the unit will obligate the employee to repair or replace the unit at his or her cost.
8. When you leave this employment you must return your cell phone. Failure to return the cell phone will result in the value of the phone being deducted from your last paycheck.
9. The vendor offers an insurance against certain damage. The employee may take the insurance out on the unit if he or she is willing to pay the monthly premium. Currently the premium is \$3.00 (limited coverage) or \$5.00 (more coverage) per month. If you are interested, please contact your supervisor.

I _____ agree to abide by the terms and conditions of cellular telephone usage as delineated above.
(Print Please)

Signed: _____

Date: _____