

**PERSONAL CELLULAR TELEPHONE and COUNTY eMail
AGREEMENT FORM**

I have received and read a copy of Cortland County’s Cellular Telephone Policy and agree to follow all policies and procedures that are set forth therein. I am aware that violations of the policy may subject me to disciplinary action, up to and including discharge from employment.

I acknowledge and agree to the following prerequisites for having my personally owned cell phone set up to receive County emails:

- A. Compliance with Security protocols:** All devices must meet and the users, if Personal device, must agree to the following conditions to be allowed access to the County email servers:
 - a. A Password is required for the device. This does not include the swipe pattern but must be a regular password of UPPER and lower case characters and numbers.
 - b. Password needs to be changed at least every 90 days.
 - c. Password cannot be re-used.
 - d. Device must be encrypted.
 - e. Device may be remotely wiped if there are significant sign-in failures indicating someone trying to gain unauthorized access to the device.
- B. Checking, sending County emails off hours:**
 - a. Hourly employees are not required to check and/or respond to emails off hours unless directed to do so by the Department Head and/or designee. Hourly employees who are not directed to check and/or respond to emails are not entitled to compensation without prior approval.

Employee Signature

Date

Employee Printed Name

Department Head Signature

**Original to employee’s personnel file
Copy to IT**