



Request for Approval

HOUSTON COUNTY EMAIL ON PERSONAL CELL PHONES:

I _____ have received and read a copy of Houston
(employee)
County's Email on Personal Cell Phones Policy and understand and agree to the same.

Below must be filled out by Department Head:

Business reason for request

I understand and agree that any time spent on business emails outside of the workplace must be reported on my timesheet for the date it was worked.

Employee Signature Date

Employee Printed Name

Department Head Signature Date

Department Head Printed Name

Personnel Director Signature Date

Personnel Director Printed Name