



Handbook Policy Acknowledgement

July 1, 2020

HOUSTON COUNTY EMAIL ON PERSONAL CELL PHONES:

Classified Employees are prohibited from installing and using Houston County email on their personal devices unless there is a business need and it has been approved by the Appointing Authority and the Personnel Director.

By signing below, I agree to the following terms:

- (a) I have received and read a copy of the County's Email on Personal Cell Phones Policy and understand and agree to the same.
- (b) 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.
- (c) I understand that Houston County complies with the Wage and Hour Board.

Employee Signature Date

Employee Printed Name

Supervisor Signature Date

Supervisor Printed Name

Department Head Signature Date

Department Head Printed Name