



Squaxin Island Tribe Cellular Phone Agreement

All employees with cellular phones distributed by the Squaxin Island Tribe are required to adhere to this agreement. Cellular phones that are issued to specific employees must remain in that employee's possession.

All employees who have been issued a cellular phone by the Squaxin Island Tribe will be personally responsible for all incoming and outgoing calls billed to their cell phone that are not work related. The Certification Form of monthly cellular phone bills must be completed and returned to the Accounts Payable Department within five working days of receipt of the cellular phone bill. An automatic payroll deduction will be done for the entire amount due on the monthly bill if the certification is not submitted within the time frame allowed. In the event an employee does not turn in the certification form and/or payment in the time allowed it could result in the loss of your cellular phone. The personal cellular phone calls may be paid by cash, check or payroll deduction.

If any employee resigns or is terminated the Tribe shall withhold any and all of the employee's final reimbursement or paycheck until such time as the Tribe is notified by the service provider that all charges and obligations for services have been paid in full. In the event the employee is a Tribal member the Tribe may withhold issuance of hunting, fishing or shellfish licenses and permits if funds are due as a result of there being a balance due to the service provider.

Employee Signature

Print Name

Date

Director Approval

Executive Director Approval

Date

Date

Account code to charge: _____