

Appendix A

**To: MARIA GRAZIANO
ASSISTANT DEAN**

Re: Employee Agreement Concerning the Use of Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided electronic communications equipment (and/or services):

I agree that this equipment is to be used primarily for official University business, and that any personal use of the equipment will be only incidental in nature. I agree to reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46, Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources (attached). In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone statements, are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use in accordance with BFB G-46. If the University determines that there is no longer a business need for me to possess such equipment, I will return the equipment. Likewise, if I separate from University employment, I will promptly return the equipment to my department.

In the interest of safety, I will exercise appropriate care and caution and will not operate a motor vehicle while using this equipment.

Name:

Title:

Signature:

Date: