



CELL PHONE CONSIDERATION FORM

INSTRUCTIONS:

Determination of the need for an employee to have use of a cell phone in order to perform the duties of their position is made by the employee's manager. A substantial business reason for requiring the employee to have a cell phone for business purposes must exist. Remote or hybrid work by an employee generally is not a sufficient business reason unless the employee is required to do so by their manager, and telephonic communication is a regular part of the employee's job duties.

Managers who believe an employee that reports directly to him or her is eligible under this policy should submit this form to the Cal Poly Corporation CFO at dbanfiel@calpoly.edu for approval.

Employee Name:

Department Name:

Org Key:

Manager Name:

Manager Title:

Explanation of business purpose:

Approving Official Signature:

Date

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