

## Contra Costa Water District

### ELECTRONIC MAIL USE AGREEMENT

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(Please print or type)

Name	
Department/Division	
Location	

### EMPLOYEE STATEMENT OF AGREEMENT

I understand and agree to abide by the provisions of the District's Electronic Mail Use Policy as outlined in Administrative Procedure I-18. My signature below indicates automatic agreement with any future changes that the District may make to these procedures, unless I explicitly state otherwise in writing to my supervisor.

I further understand that my failure to follow Administrative Procedure I-18 will result in the loss of my Internet electronic mail privileges and may result in disciplinary action.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Please route to the Information Systems Manager for processing. A copy of this statement will be placed in the employee's personnel files.**

*For Information Systems Use Only:*

Internet Mail Account: \_\_\_\_\_

Account Enabled By: \_\_\_\_\_ Date: \_\_\_\_\_