



City of Phoenix

SUPERVISORY E- CHRIS ACCESS and CONFIDENTIALITY AGREEMENT

I have been granted access to confidential employee data, including personal identifying information, as part of my job responsibilities with the City of Phoenix. I understand that it is my duty to guard employees' confidential data, and be diligent about protecting my password. I understand that I am allowed to access confidential data only as required to complete my work, and only as defined to be within the scope of my job duties.

As a City of Phoenix employee, I may access the Self Service features in e-CHRIS that are available to all City employees, from home, and/or during non-work hours. Manager Self Service data will only be available from within the City firewall.

I understand that I am not permitted to access confidential data for non-work related reasons, and doing so may result in discipline up to and including termination.

I have been given the opportunity to ask questions regarding this agreement before signing.

Signature

Printed Name

Employee ID

Date

Rev. 12/03/09