

# Stark County Board of Developmental Disabilities

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| Policy 4.50 Cell Phones, Smart Phones, Tablets and Personal Devices | Effective: 4/28/20 |
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## CELL PHONES, SMART PHONES, TABLETS AND PERSONAL DEVICES

### POLICY

The Board recognizes the value of technology to enhance the productivity of employees in the performance of their work. The Board further expects the use of such equipment to be limited to work related activities. The Board does permit employees to use their personal devices for business use, if the employee meets designated criteria and their position requires an applicable device. A monthly stipend will be provided to those employees who are required to have a device when the employee chooses to use their personal device, versus receiving one provided by the Board.

Employees who are assigned a device, or receive reimbursement, are expected to have their phones and/or device with them at all times while on duty and to respond to calls and messages on a timely basis.

The Board's Information Technology Department is responsible for tracking the assignment of equipment, authorization of personal devices, and the associated costs.

The superintendent shall develop procedures to implement this policy.

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| <b>Historical Resolution Information</b> |                          | <b>Reviewer(s):</b><br><br>Superintendent<br>Director of Human Resources<br>Information Technology Manager |
| <b>Date</b>                              | <b>Resolution Number</b> |  |
| 2/22/14                                  | 02-11-14                 |  |
| 3/28/17                                  | 03-15-17                 |  |
| 4/28/20                                  | 04-22-20                 |  |

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## CELL PHONES, SMART PHONES, TABLETS AND PERSONAL DEVICES

### PROCEDURES

#### Cell Phone, Smart Phone, and Tablet Authorization

- I. Management team members must designate and authorize employees within their department who are to be assigned Board owned cellular telephones or tablets, or offer the opportunity for the employee to use their personal device and receive a stipend. The criteria includes:
  1. Employees who use a cell phone in lieu of Board provided telephone service (authorized home office).
  2. Employees who are required to make regular home visits or work on assignments outside of their building assignment at least 50% of their work day.
  3. Employees who supervise people in the community and/or work away from regular phone service or from Board vehicles with two-way radios.
  4. Supervisors who are required to have regular and mobile communication with their employees in the field and others.
  5. Department Heads and Superintendent.
  6. Employees who are on an on-call rotating schedule. These employees may also be assigned a rotating on-call cell phone.

The above employees have the option of being assigned a Board provided cell phone or receiving a \$20 per month stipend for the use of their personal cell phone. Under criteria C. and F. above, the Board may issue phones to a department to be used on an as needed basis.

- II. The following employees are recognized as having a need for data packages on their cell phones to allow them to receive emails, internet access and extensive text messaging.
  1. Department Heads and Superintendent who have an operational necessity to respond to emergencies 24/7.
  2. Information Technology employees who support the Board's services off site and after hours.
  3. Other employees who provide written justification and who are approved by their supervisor and the Superintendent.

Personal devices selected with data packages must be within the list of devices supported by the IT department. The employee is responsible for the purchase of their cell phones or personal devices and service contracts with their cell phone company.

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- III. Employees who provide written justification may use texting on Board cell phones with the approval of their supervisor and the Director of IT. Employees who use a personal device may use texting to carry out Board business.
- IV. Employees who are assigned a cell phone, or are receiving reimbursement, are expected to have their phones with them at all times during normal business hours or while on duty and to respond to calls and messages on a timely basis. Employees who are assigned a cell phone or receive reimbursement for the use of their personal cell phone will have their cell phone number listed for use by other Board employees and for emergency contact listings.
- V. An employee's personal device reimbursement will be suspended when the employee is on an extended leave for more than 30 days.
- VI. Changes that involve cell phones or mobile device assignments are to be reported to the IT department promptly, and when possible, in advance of the change. Employees have the responsibility to inform the IT Help Desk when a device change or upgrade occurs, or when a Board device is reassigned. This requirement pertains to board assigned cell phones and tablets as well as to employees who use personal devices and receive the stipend.

## Cell Phone, Smart Phone, and Tablet Use and Prohibitions

- I. Use of personal cell phone technology by employees assigned to direct services is an interruption and dilution of services for the people being served. Consequently, such activity is prohibited, except in the case of a personal or family emergency, and during approved breaks. The immediate supervisor may also grant exceptions, on a time-limited basis, keeping in mind the responsibility for service provision.
- II. Department heads may make additional rules concerning the use of personal cellular telephones, smart phones, and personal devices during work hours. Personal calls during the workday can interfere with productivity and be distracting to others.
- III. Communication sent and/or received via cell phones, smart phones and tablets, whether Board issued or a personal device where an employee is receiving a stipend, are subject to public information requests. (See Board Policy 2.05 for more information on public information requests.)
- IV. Employees whose job responsibilities include regular or occasional driving of Board owned vehicles are expected to refrain from using a cell or smart phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are prohibited from using the cell phone to conduct any or all Board

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business while driving. This prohibition applies to all cell phone usage whether hand held or hands free. Employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

- V. For employees using their own private vehicles, employees are discouraged from using a cell phone while driving unless they have a speaker phone or a hands free system.
- VI. Employees who are charged with traffic violations and/or cause damage or injury to person(s) or property resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.
- VII. Ohio Pupil Transportation Operation and Safety Rule 3301-83-20 prohibits the use of wireless devices or other portable communication devices while a school bus is in motion, or while the driver is supervising the loading or unloading of students, except in cases of extreme emergency. Within board buses, the prohibition extends to the use of portable communication devices during slow or stopped traffic and anytime a driver is behind the wheel.

## **Responsibilities of having a Board Owned Device(s)**

- I. Employees in possession of a Board owned cellular telephone are expected to protect them from loss, unauthorized use, damage or theft. If damaged, unauthorized use, loss, or theft occurs, it must be reported to a supervisor immediately so that he/she can make notification to the Information Technology Department. The initial notification to the supervisor may be verbal, but must be followed up with a written explanation of the incident within 24 hours. If the damage, unauthorized use, or loss is deemed due to negligence, the employee may be held financially responsible.
- II. Board owned cellular telephones are not to be used for personal business unless there is a personal emergency.
- III. There is no expectation of privacy on any of the Board's information technology equipment.
- IV. At any time and upon request, employees may be asked to produce the Board cellular telephone or tablet for return or inspection.
- V. The Information Technology Department will monitor billing statements and report any noticed irregularities to the appropriate management team member for follow up and collect owed funds when appropriate.