

KITTITAS COUNTY
Human Resource Department

AGENDA STAFF REPORT

AGENDA DATE: March 15, 2011

ACTION REQUESTED: **REQUEST TO UPDATE THE PERSONNEL POLICIES MANUAL**

BACKGROUND: The Board of County Commissioners has directed HR to update the following policy:

Technology Use (4-12) – This update amends the policy to formalize the audit process and adjust the reimbursement rate for personal use of County-owned technology, specifically, cell phones and Smartphones; it also adjusts the rate for personal incoming fax use. The previous section pertaining to Blackberries has been expanded to include use of all Smartphones, County-owned and personal. In addition to the current allowance authorized for business use of a personal cell phone, a data plan allowance had been added for employees authorized to use a personal Smartphone (with data plan) for business purposes. Language has been added to prohibit driving while talking with phone to ear and texting, per RCW.

INTERACTION: Kittitas County Board of County Commissioners
Kittitas County Policy Committee
Kittitas County Management Team
Zera Lowe, Deputy Prosecuting Attorney
Lisa Young, Human Resource Director

RECOMMENDATION: The Human Resource Department recommends adoption of these updates to the Personnel Policy Manual.

HANDLING: None

ATTACHMENTS: Resolution
Copy of new policy language

LEAD STAFF: Lisa Young, Human Resource Director