

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION

NO.: 2011- 028

IN THE MATTER OF UPDATING THE PERSONNEL POLICIES MANUAL

- WHEREAS: Kittitas County has established a "Personnel Policies Manual" under the authority of the Board of County Commissioners; and
- WHEREAS: the Board of County Commissioners and the Human Resource Department are committed to maintaining a current and updated "Personnel Policies Manual"; and
- WHEREAS: the following are revisions to be made to the "Personnel Policies Manual":

ITEM #	POLICY TITLE	ACTION
4-12	Technology Use	Revision to policy language

NOW, THEREFORE BE IT RESOLVED: that the above revisions are part of the "Personnel Policies Manual" for Kittitas County, as indicated on the attachments.

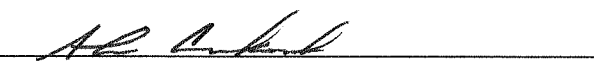
ADOPTED this 15th day of March, 2011.


ATTEST:
CLERK OF THE BOARD


Julie A. Kjorsvik

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Paul Jewell, Chairman


Alan Crankovich, Vice-Chairman


Obie O'Brien, Commissioner



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(4-12) TECHNOLOGY USE

Quick Links

Effective Date: 03/01/00

Revision Date: 01/01/11

- [Illegal or Inappropriate Actions](#)
- [Personal use of Technology](#)
- [Information Services Policies and Procedures](#)
- [Telephones](#)
- [Cellular Phones](#)
- [Smartphones](#)
- [Fax Machines](#)
- [Printers](#)
- [Copy Machines](#)
- [Return to Table of Contents](#)

To enhance efficiency and enable better service, Kittitas County provides a variety of technology and tools to aid employees in completing their assigned tasks. This technology includes, but is not limited to computer hardware, computer software, e-mail access, Internet access, telephones, cellular telephones, Smartphone, copiers, printers, and fax machines. It is the responsibility of each employee to abide by the expected uses of all County-owned or purchased technology. Any technology owned by another entity but utilized for County business will be considered County technology. Misuse or abuse of County technology will result in reimbursement to the County of actual expense incurred and may result in disciplinary action, up to and including termination of employment. Notification to appropriate law enforcement agencies may be made in the event of perceived unlawful use.

All County technology is deemed the property of Kittitas County. When requested, employees will immediately return any County-owned equipment. Within its discretion, the County may limit or exclude any employee from access to any County technology. When appropriate and with good reason, the County may examine any employee's computer files, usage, activities, records, etc. Inappropriate usage will be reported by Information Services to the Department Head/Elected Official or designee.

Illegal or Inappropriate Action

Use of County technology for any purpose, may not display, transmit, or otherwise communicate any illegal or inappropriate images, messages, or cartoons. Examples of such material include but are not limited to political statements or proselytizing; sexually explicit material; racial or ethnic slurs or epithets; anything that might be construed as harassment or offensive to others based on race, religion, national origin, gender, disability, or other classifications protected by state and federal law.

Personal Use of Technology

County technology is provided for the completion of County business. Personal use of technology is only acceptable if the following conditions are met:

- A. Personal use of technology cannot result in expense being incurred by the County. The County cannot gift property or services to anyone. As public servants we are often times called upon to

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provide lectures or perform work for activities that are indirectly connected with our governmental function. Use of technology for such purposes is not prohibited.

- B. Personal use of technology must occur on break and lunchtime or be so brief in nature as to be incidental to the work assignment of the employee. Personal use of County e-mail is prohibited (Information Services Policies and Procedures - [http://camas/policies/Information%20Services/08_Email.asp#Employee responsibilities](http://camas/policies/Information%20Services/08_Email.asp#Employee%20responsibilities)).
- C. County technology may not be used to conduct or support business for other organizations, either for self-employment or other employment, including political activity.

Any expense incurred due to the personal use of County technology will be paid by the employee at the reimbursement rate published in this policy, or at the actual rate of expense if the reimbursement rate is not published. Outstanding debt may be recuperated through payroll deduction without the prior consent of the employee.

Information Services Policies and Procedures

The following issues are addressed through the "Information Services Policies and Procedures". All employees who utilize any County technology are responsible for reading and understanding these policies:

- [Introduction](#)
- [Requests for Service](#)
- [Purchasing Technology](#)
- [Account Management](#)
- [Access](#)
- [Personal Equipment](#)
- [Data Management, Access, and Protection](#)
- [Email](#)
- [Internet](#)
- [Viruses and Malware](#)
- [Web Policies](#)
- [GIS Policies](#)

Telephones

Use of County telephones (land lines) for local personal calls, or incoming long distance personal calls, is not prohibited as long as such use occurs on break and lunchtime or is so brief in nature as to be incidental to the work assignment of the employee and does not interfere with the employee's ability to perform their assigned job functions.

Use of the telephone for outgoing long distance personal phone calls is prohibited, except as follows:

- A. If the call is billed to your home phone number or calling card;
- B. If the call is billed to a pre-paid calling card; or
- C. If the call is made to a toll-free number that does not result in a charge to the County.

An employee found to be using the phone in violation of these rules will be subject to disciplinary action, and will be required to reimburse the County for any charges.

Cellular Phones

To further enhance efficient completion of County business, a Department Head or Elected Official may decide that an employee should have ready access to a cell phone. Subject to periodic review and adjustment, and with approval of the Board of County Commissioners, the Department Head/Elected Official may select one of the options below.

- A. **County-owned cell phones:** Personal calls and texts on County-owned cell phones are prohibited, except as identified below. Any personal use will be billed to the employee at the calculated per-minute or per-text billable rate to the County.
- In the case of an emergency or urgent condition where no other form of communication is immediately available.
 - Calls to home, school, or doctor if an employee or the employee's immediate family member is injured or becomes sick.
 - In the event an employee is delayed or needs to work overtime with no advance notice and needs to call home to advise family or to arrange alternate child transportation or care.

Personal use of a County-owned cell phone should be infrequent and short in duration. Employees who are issued a County-owned cell phone will be responsible for conducting a monthly audit of their bill. They will be required to identify any personal calls or texts, incoming or outgoing, during each billing cycle, and submit an audit affidavit indicating the information is true and accurate. The employee will be billed for the amount due. If a subsequent audit by a supervisor or auditor reveals personal calls or texts not identified by the employee, the employee will be required to reimburse the County within thirty (30) days of receiving notice of the identified charges and will be subject to disciplinary action, up to and including termination of employment.

Employees who are issued a County-owned cell phone shall be responsible for the following:

- Protecting the County-owned cell phone from theft, loss or damage.
 - Immediately reporting loss of theft to their supervisor or Department Head/Elected Official.
 - Recognizing that cell phones are not secure and using discretion while making sensitive or confidential calls.
 - Understanding that use is subject to review and public disclosure.
 - Immediately returning the cell phone to the supervisor or Department Head/Elected Official if it is determined that the phone is no longer necessary, or upon leaving County employment.
- B. **Employee-owned cell phones:** Upon approval of the Board of County Commissioners, a Department Head/Elected Official may submit a Personnel Action Form (PAF) for each employee within their department approved to carry a cell phone for business purposes authorizing payment of a \$25 monthly cell phone allowance. This allowance is included in the employee's paycheck and is taxable.

The employee receiving the allowance is responsible for procuring their own cell phone and service. All subsequent related expenses will be paid by the employee. All calls made from the

employee's cell phone for business purposes are subject to the same expectations and restrictions as from a County-owned cell phone.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of a County-owned cell phone. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, be distracting to others, and may result in disciplinary action.

Use of any cell phone while driving is prohibited unless utilizing a push-to-talk or hands-free device (certain exemptions apply – see RCW 46.61.667 and RCW 46.61.668). Employees found in violation of these laws while conducting County business and/or operating a County vehicle will be subject to disciplinary action.

Smartphones

Smartphone technology combines wireless voice and data access. The County may require that designated employees carry a phone with data capability when it provides a benefit to the organization related to required response time and/or network connectivity associated with emergency or central services. Based on a department's business necessity, access to this technology must be granted by the by the following:

- A. The Department Head or Elected Official must designate which employees will be required to carry a Smartphone.
- B. The Board of County Commissioners must approve the department's request in advance of implementation.
- C. The Information Services Director must be notified of all authorized Smartphones, County-owned or personal. BlackBerry devices require special licensing and connection to the BlackBerry Enterprise Server. The County maintains a limited number of licenses, so access may be denied if there are no available licenses, or the department may be responsible for additional cost if a license must be purchased.
- D. For employees who may need Emergency Priority Access, approval must be obtained from the Sheriff. These employees may be required to carry a County-owned device to enable priority access.

The Department Head/Elected Official and Board of County Commissioners will determine which of the two options below shall be implemented:

- A. **County-owned devices:** All personal use of County-owned Smartphone is prohibited, including personal phone calls, texting, email, and web access, except as identified below. Any personal use will be billed to the employee at the calculated per-minute, per-text, or per-byte billable rate to the County.
 - In the case of an emergency or urgent condition where no other form of communication is immediately available.
 - Calls to home, school, or doctor if an employee or the employee's immediate family member is injured or becomes sick.
 - In the event an employee is delayed or needs to work overtime with no advance notice and needs to call home to advise family or to arrange alternate child transportation or care.

Personal use of a County-owned Smartphone should be infrequent and short in duration. Employees who are issued a County-owned Smartphone will be responsible for conducting a monthly audit of their bill. They will be required to identify any personal calls and texts, incoming or outgoing, during each billing cycle, and submit an audit affidavit indicating the information is true and accurate. The employee will be billed for the amount due. If data use exceeds the County-purchased plan, the employee will be required to explain the reason for the excess on the affidavit and be required to reimburse the County for the additional charges. If a subsequent audit by a supervisor or auditor reveals personal calls or texts not identified by the employee, the employee will be required to reimburse the County within thirty (30) days of receiving notice of the identified charges and will be subject to disciplinary action, up to and including termination of employment.

Employees who are issued a County-owned Smartphone shall be responsible for the following:

- Utilizing password protection.
- Protecting the County-owned cell phone from theft, loss or damage.
- Immediately reporting loss of theft to their supervisor or Department Head/Elected Official.
- Recognizing that cell phones are not secure and using discretion while making sensitive or confidential calls.
- Understanding that use is subject to review and public disclosure.
- Immediately returning the cell phone to the supervisor or Department Head/Elected Official if it is determined that the phone is no longer necessary, or upon leaving County employment.

- B. **Employee-owned devices:** Upon approval of the Board of County Commissioners, a Department Head/Elected Official may submit a Personnel Action Form (PAF) for each employee within their department approved to carry a Smartphone for business purposes authorizing a \$35 monthly data plan allowance in addition to the monthly cell phone allowance (\$60 total per month). This allowance is included in the employee's paycheck and is taxable.

The employee receiving the allowance is responsible for procuring their own data device and service, as well as notifying Information Services of the device specifications. All subsequent related expenses will be paid by the employee. All calls made from the employee's Smartphone for business purposes are subject to the same expectations and restrictions as from a County-owned cell phone, and all written communication, whether business or personal, made or received while connected to the County network will be subject to public disclosure laws.

While at work, employees are expected to exercise the same discretion in using a personal Smartphone as is expected for the use of a County-owned Smartphone. Accessing a personal e-mail account and personal use of the web while connected to the County network is not prohibited; however, excessive personal use during the workday, regardless of the device used, can interfere with employee productivity, be distracting to others, and may result in disciplinary action. All activity conducted through the County network, whether business or personal, must comply with the Personnel Policies Manual (http://camas/policies/personnel/00_Table_of_Contents.asp) and Information Services Policies & Procedures (http://camas/policies/information%20services/09_Internet.asp).

Use of any Smartphone while driving is prohibited unless utilizing a hands-free device (certain exemptions apply – see RCW 46.61.667 and RCW 46.61.668). Employees found in violation of these laws while conducting County business and/or operating a County vehicle will be subject to disciplinary action.

Fax Machines

Personal use of the fax machine is allowed, at the discretion of the Department Head/Elected Official, at a rate of \$.15 per incoming page. Outgoing long distance personal faxing is prohibited, except as follows:

- A. If the fax is billed to your home phone number or calling card;
- B. If the fax is billed to a pre-paid calling card; or
- C. If the fax is sent to a toll-free number that does not result in a charge to the County.

An employee found to be using a fax machine in violation of these rules will be subject to disciplinary action, and will be required to reimburse the County for any charges.

Printers

The use of printers is allowed, at the discretion of the Department Head/Elected Official, at a rate of \$.15 per page.

Copy Machines

Personal use of copy machines is allowed, at the discretion of the Department Head/Elected Official, at a rate of \$.15 per page.