

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**

Standard: **USE OF AUTHORITY-PROVIDED COMMERCIAL BROADBAND DEVICES**

Section #: **D-09**

Effective: March 20, 2013

Revised 7/10/14

See Also: Workplace Privacy; Personal Use of Authority Property; Misconduct; Formal Discipline; Corrective Action

GENERAL STANDARD

The purpose is to define the standards, procedures, and restrictions for employees who have an Authority issued commercial broadband device which includes:

- Smartphones
- Flip style phones
- Any device that carries a monthly subscription with the Authority's current broadband provider.

All broadband devices paid for by the Authority are the property of the Authority and all employees issued a broadband device are responsible for ensuring the appropriate use of the device, as well as the security and safe keeping of the broadband device as outlined in this standard.

Employees agree the purpose for being issued a broad band device is to support Authority management and related business practices all in support of the Authority's mission.

SPECIFIC STANDARDS

- Employees shall have no expectation of privacy regarding Authority issued broadband devices, including the use of information collected to determine the propriety of and/or monetary charges associated with the use of the provided broadband device.
- Broadband devices are issued to certain employees in order to ensure that critical personnel may be contacted in a timely manner.
- Employees may use provided broadband devices for limited personal communications, subject to the following conditions:
 - Employees will be required to pay for all personal calls that result in additional charges above the broadband service plan's allowed "free" minutes.
 - Employees will be required to pay for all personal downloads of data that result in additional charges above the broadband service plan's allowed "free" data.

- Employee will be required to pay for all personal calls made while in a “roaming” status that results in the Authority paying additional costs.
 - Employees are expected to understand the device issued so that they know when they are in “roaming” status. If unclear as to when phone is “roaming” please seek guidance from the phone user guide (either hard copy or on the internet) or from IT helpdesk personnel.
- Employees are personally responsible for complying with all federal, state, and local laws governing usage of a broadband device while driving or operating any motorized vehicle.
- Employees are responsible for the proper safeguarding and protection of the broadband device provided by the Authority.
 - Employees must report a lost, stolen, or damaged broadband device immediately to the IT helpdesk.
 - The Authority will replace an employee’s lost, broken or stolen Authority issued broadband device once in a two year period calculated from when the employee first received the device. If an employee reports more than one lost, broken or stolen device in a 24-month period, the employee may be required to pay a \$100 fee to assist in the replacement costs of the device and may be subject to appropriate disciplinary action regarding the misuse of a company asset. This fee does not apply where replacement is required due to ordinary wear and tear.
 - Employees may be subject to discipline including termination of employment for misuse of the broadband device and/or failing to safeguard and protect the device.
 - Only employees approved by the President, a Vice President, the General Counsel, or the Chief Auditor are authorized to use issued broadband devices outside of the United States.

PROCEDURES

- Each Director will be given access to his or her department’s monthly web enabled broadband device usage report. Each Director will receive a monthly device report for the broadband devices issued to their personnel. The report will enable the Director to identify excessive use and/or abuse of the device privilege.
- The Director is responsible for setting criteria and ensuring their employees’ broadband devices are used appropriately to conduct organization business.
 - The Director is responsible for monitoring the broadband device report for their department to ensure abuse does not occur.
 - The Director may require an employee to turn in their device if it is determined that abuse of privilege is occurring.

ACKNOWLEDGEMENT STATEMENT

I acknowledge that I have read the above Standard and Guidelines and understand that:

- The Authority is providing a broadband device to aid in the conduct of Authority business.
- I am to keep personal calls to a minimum.
- I am responsible for ensuring the proper safeguard and protection of the issued device.
- I am responsible for obeying all federal, state, and local laws governing usage of cell phones while driving.
- I am responsible for the costs associated with personal calls and data usage as outlined by this document.
- I am responsible for paying a \$100 fee to offset the cost of a replacement device if I need to replace my Authority issued broadband device more than once in the two year period from the first device being issued. This fee does not apply where replacement is required due to ordinary wear and tear.
- My broadband device usage may be monitored by the Authority to help prevent abuse.
- I have no expectation of privacy in the usage of my Authority issued broadband device and consent to its being searched by the Authority at any time.

Print Employee name

Date

Employee Signature