

## 8.2 Internet Service Provider Requires Approval

It is the policy of the County that it does not provide or pay for Internet access on home or County-owned computers. Exceptions will be approved by the Information Technology Director and/or the Administrator. Employees with remote access who travel should utilize Internet access through their lodging facility or other means. Any purchase of an ISP to be paid for from County funds must be previously approved.

## 8.3 Web Based E-Mail (WebMail)

The County maintains a WebMail system that allows access to the County e-mail system. The system may be authorized to employees who are required to access and respond to their e-mail while on leave and traveling.

## 8.4 Remote Access Services (RAS)

RAS connections are maintained by the County and allow users to access their County workstation and certain County applications. RAS connections will be limited only to employees who are required to access County applications other than e-mail from remote locations.

# .10 SPECIAL PROVISIONS REGARDING CELLULAR TELEPHONES/SMARTPHONES

The effective management and application of information technology (including cellular telephones and smartphones) improves the quality of service delivered to Clallam County citizens, the productivity of the County workforce, and the general cost effectiveness of the County operation. The County's use of cellular telephones and smartphones is increasing as employees are asked to do more with less. Cellular and smartphone technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively. Violation of the County policy on cellular phone and smartphone use is considered a serious offense.

## 10.1 Use of Alternatives/Stipends for Use of Personal Cellular Phone or Smartphone

If it has been determined by the County Official, on a case-by-case basis, that an employee needs to have a County-owned cellular phone or smartphone for County-business purposes, the employee may choose to receive a County-owned cellular phone and adhere to all required audit and use procedures detailed in this policy or may elect to receive a stipend of \$10 per month from the County for the occasional usage of their personal cellular phone for County-business purposes. A County-owned smartphone carries the same restrictions as those for a cellular phone. The stipend for a smartphone is \$30 for internet access plus \$10 for cellular use for a total of \$40.

## 10.2 Acquisition

Cellular telephones and smartphones are to be acquired following the County's purchasing policies and procedures. Cellular phones and smartphones intended for personal use shall not be purchased under the name of or associated with Clallam County's accounts. The following factors shall be considered in all cellular telephone and smartphone acquisitions:

- a. Cellular and smartphone usage costs compared to alternative communication costs
- b. Level of employee need and usage
- c. Departmental authorization of employee use

Cellular and smartphone providers offer a number of calling plans, some with blocks of time assigned as part of a monthly flat rate. While this type of plan often has a lower per minute rate, purchase of flat rate plans for employees with limited use can increase the overall cost of the phone. County Officials are responsible to ensure that appropriate calling plans are purchased for the phone use anticipated by the employee.

County Officials are responsible to review the purchase of each acquisition of a replacement phone on an account. Cellular phones and smartphones are constantly being offered with new features, smaller size, etc., most of which are not necessary for effective operation of basic functions. Replacement phones should only be purchased when a phone is damaged, or a function is offered that is a business necessity.

## 10.3 Inventory and Assignment of Responsibility Required

County Officials are responsible to ensure that all County-owned cellular and smartphone equipment is inventoried by the respective departments and a current, accurate inventory is maintained. Responsibility for every County-owned cell phone and smartphone is assigned to a County Employee whenever possible. The County employee assigned the phone shall be responsible for use that occurs on the phone, review of bills, and payment for personal use. In the case of cellular phones and smartphones routinely used by more than one employee (i.e. mounted in pool vehicle), County Officials shall closely monitor use, and procedures in section 10.6 shall apply.

## 10.4 Use of Cellular Phones and Smartphones

Cellular phones and smartphones provided by the County are intended for County business. Except as allowed in this policy, employees are discouraged from using County-owned cellular phones or smartphones for personal use and must never use them for private business or political purposes.

Use of County cellular phones or smartphones for illegal, unethical, or sexual purposes or that interferes with or affects the ability of the employee to perform their duties is expressly prohibited. For all personal use (calls or data sent and received), the employee is required to pay the County the full cost of such calls/data at the per minute rate, plus taxes, even if the call/data is part of "free airtime" as part of a block rate calling plan that shows no per minute cost for the call. Roaming and long distance charges for personal calls or data shall also be paid. An infrequent or occasional call or text, short in duration that does not interfere with the performance of official duties and which results in little or no cost to the County, is an allowable "de minimis" use of County resources and need not be reimbursed.

This section is expressly intended as an exception to the use-then-reimbursement prohibition of paragraph 4.1 of this policy if use complies with this policy and payment for personal use has been made and is up to date.

#### 10.6 Personal Use of Shared Cellular Phones or Smartphones

When a County-owned cellular phone or smartphone is shared by more than one employee (i.e. cell phone/smartphone installed in pool vehicle), all employees who make or receive personal calls on such phones shall make a log including the date, cellular telephone number or email/URL address, and inbound/outbound telephone number or email address/URL or other information to identify the party. Such employees shall assist in reconciling cellular phone and smartphone bills in accordance with this policy and departmental procedures.

#### 10.7 Procedures for Payment of Personal Use Required

County Officials shall maintain internal department procedures to provide a method for employees with assigned cellular phones, who share cell phones, or have an assigned or shared smartphone to review their personal use and reimburse the County. County Officials are responsible to monitor use of County cellular phones and smartphones to ensure that employees are paying for personal use.

Employees with assigned cellular phones or smartphones are required to review every monthly bill for their assigned phone, even if no personal calls/data were sent or received that month, pay for personal calls/data sent or received, if any, and maintain a record of such payment for the current and past year. Payment must be made no later than the end of the payroll period in which the billing is received. Proper documentation to be maintained includes a copy of the bill on which personal calls/data are highlighted, the number of personal calls/data and minutes used are noted, and the payment amount and date is noted. A receipt for payment from the County must be attached. All records must be maintained, and available for audit, for the current year plus the past calendar year. The "per minute" rate is calculated by dividing the monthly basic rate, including taxes, by the number of minutes included in the basic rate.

It is the responsibility of the employee to obtain and review the monthly bill. Failure to do so is a violation of this policy. Failure to receive a copy of the bill will not be accepted as a justification to avoid this responsibility.

#### 10.8 Use of County-owned Cellular Phones and Smartphones outside the Workplace

Unless required by normal job duties to be available by cellular phone or smartphone 24-hours per day, 7-days per week, as authorized by the appropriate County Official, employees shall not carry or use a County-owned cellular phone or smartphone while not on regular duty or in "on-call" status. County Officials may authorize exceptions to this policy for short periods of time due to special circumstances such as disasters, etc. It is not intended that persons in those positions so designated be required to carry a County-owned cell phone or smartphone in addition to a personal one. As such, personal is not restricted, however, payment is still required in accordance with this policy.

#### 10.9 Audits – Authority to Withhold Personal Charges from Pay

Clallam County reserves the right to audit all County-owned cellular telephones and smartphones and their use, which will include, but may not be limited to, a review of the monthly billing by the employee's supervisor and review of the employee's log. Employees in such circumstances are required to assist the management to differentiate between business-related and personal calls/data and to remit the full amount owed for personal calls/data within 10 days of first notification by the department. Before being issued a County cell phone or smartphone, in order to keep a cell phone/smartphone issued prior to adoption of this policy, the employee will sign consent to withhold personal charges from pay if they are not reimbursed voluntarily and timely as provided in this policy.

#### .11 SPECIAL PROVISIONS REGARDING COUNTY MAIL

County mail is for business use. Costs are attributable to the delivery and sorting of County mail. Employees will not use the County's address for personal business or to receive personal mail.

County Officials and employees will not use the County's envelopes, mail meter, or County-owned stamps, or other mail supplies to package or mail personal mail. Employees may not drop personal mail into department outgoing mail repositories.

#### .12 IMPLEMENTATION

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the County Commissioners with regard to use of County resources.