



## **Deschutes County Administrative Policy No. GA-27**

Effective Date: March 9, 2016

Updated: XXXX, X, XXXX

### **MOBILE DEVICE ALLOCATIONS AND STIPEND POLICY**

#### **STATEMENT OF POLICY**

It is the policy of Deschutes County to provide for flexible, cost-effective use of mobile devices.

#### **APPLICABILITY**

This policy applies to all County employees who use mobile devices for County business. "Mobile device" refers to devices providing voice and/or data over a cellular network.

#### **POLICY AND PROCEDURES**

Mobile devices are important business tools for many County operations. Deschutes County is committed to responsibly managing these devices in a cost-effective manner while balancing the operational needs that warrant their use.

Deschutes County employees who use mobile devices for County business use the devices with different frequency, varying from occasional use to frequent use. Departments and Offices have the option to issue County-supplied phones or mobile device stipends. Department Directors' decisions should reflect considerations of both cost effectiveness and utilization.

#### **Deschutes County Supplied Phones**

Many employees with a business need for a mobile device will be assigned a County-owned device. Use of devices supplied by the County are restricted to County business.

When evaluating whether to provide a County-issued device or a stipend, departments/offices should consider whether they can designate staff to oversee the ongoing management of County-issued devices and associated updates. The management of these devices includes monitoring and modification of plan levels, management of device utilization and associated equipment upgrades.

Personal use will only be allowed for de minimus use in instances such as family emergencies, child care issues, personal notifications of schedule changes, or referrals to an employee's personal mobile device. These devices remain County property and will be on the data plan provided by Deschutes County. All equipment shall be returned upon separation from employment with the County.

If an employee receives a mobile device stipend, they typically do not have a need for a County-issued device. The exceptions would be County-issued devices that are shared by and rotated among multiple employees (including those that receive a stipend) for essential service coverage. Exceptions require Department Director approval.

#### **Personal Mobile Device Stipend**

The County recognizes that, due to the nature of some positions, it may be more cost-effective and allow more flexibility to provide some employees with a mobile device stipend in lieu of providing the employee with a County-owned mobile device. Under this plan, the County, in conjunction with the Department Head, may designate employees who will be provided with a pre-agreed upon monthly stipend to compensate them for County-related use.

Each July, Departments and Offices are responsible for notifying County Finance of any changes in stipend amounts or eligibility.

Each employee receiving a mobile device stipend is responsible for obtaining their own device and usage plan. Employees must discontinue the stipend when the eligibility criteria are no longer met or when the mobile device service is cancelled.

Stipend amounts are published in the Mobile Device Authorization Form.

The stipend will begin the month following the date of the Department Director's signature on the authorization form.

Personal mobile devices that are used to connect to County resources are subject to the requirements contained in Policy IT-1. Employees must also comply with the regulations and procedures established in RM-1: Driving on County Business and Vehicle Operations and with regulations and procedures established by their departments/offices and work units.

### **Oversight and Authorization of Mobile Device Use**

The Department Director, or their designee, is responsible for:

1. Authorizing an employee to use a personal device for business purposes or to use a County-owned device, based on the following factors:
  - a. Departmental requirements indicate using a mobile device is an integral part of performing duties of the job description;
  - b. More than 50% of the employee's job duties are performed in the field;
  - c. The employee is required to be contacted outside of normal work hours for business reasons on a regular basis;
  - d. The employee is required to be on call outside of normal work hours as a job requirement; or
  - e. The employee is a critical decision maker.
2. Approving the plan/stipend that is the "least-cost" to the County, based on specific business needs. The Information Technology Department may assist in identifying the plan with the lowest overall cost to the County.
3. Reviewing usage annually, to ensure that the use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a mobile device for a business purpose.

### **Limiting or Revoking Access**

The County may revoke or limit permission for use of mobile devices for work purposes at any

time without cause or explanation for any lawful purpose. Department Directors, the County Administrator, or designees, may issue department-specific limitations on the use of mobile devices that are more restrictive than this rule.

### **Multi-Factor Authentication**

The County has enabled multi-factor authentication (MFA), which is a form of security that protects an account with two layers of authentication.

MFA needs should not be used as the sole basis for issuing a County-issued device or providing a mobile device stipend. Information Technology can issue physical tokens to staff, volunteers, interns and contractors to authenticate and who do not choose to install an MFA application on their personal mobile device.

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Nick Lelack, County Administrator

