

Deschutes County Administrative Policy No. BLDG-2GA-27

Effective Date: March 9, 2016

Updated: XXXX, X, XXXX

CELL PHONEMOBILE DEVICE POLICYALLOCATIONS AND STIPEND POLICY

STATEMENT OF POLICY

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

APPLICABILITY

This policy applies to all County employees who use cell-phonesmobile 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 cell-phonesmobile devices for County business use the phonesdevices -with different frequency, varying from occasional use to frequent use. There will be two types of cell phone plans available to Deschutes County employees who use cell-phones for County business. 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 emobile devicecell phone will be assigned a County-owned phonedevice. Use of cell-phonesdevices supplied by the County isare 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 callsuse (outgoing or incoming)-will only be allowed infrequently for limited duration in instances of family emergencies if these calls cannot be made from a land line phone within a reasonable period of timefor 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 cell-phones-devices remain County property and will be on the cell-phonedata plan provided by Deschutes County as established by the Property and Facilities Department. 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.

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Personal Cell PhoneMobile Device Stipend

The County recognizes that, due to the nature of some positions, it may be more cost-effective and provideallow more flexibility to provide some employees with a cell phonemobile device allowance stipend in lieu of providing the employee with a County-owned cell phonemobile device. Under this plan, the County, in conjunction with the Department Head, may designate employees who, in lieu of being provided with a County-owned cell phonemobile device, will be provided with a pre-agreed upon monthly allowance stipend to compensate him/herthem for County- related and personal business of the employee use.

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

~~Under this plan, there are no restrictions to an employee's use of his or her cell phone. Employees on this plan may not seek separate reimbursement from County of any cell phone charges.~~

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~~Each employee receiving a cell phone allowance/mobile device stipend is responsible ~~for~~ obtaining their own phone/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 Cellular Phone/Mobile Device Authorization Form and can be changed at the department/office's sole discretion.~~

~~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.~~

~~The amount of this allowance will be one of the following, depending on past history of cell phone usage and business needs of the department. The amount of the allowance will be based upon a recommendation from the employee's Department Head and review by the County Administrator's Office.~~

Monthly Allowance	
Category 1:	\$ 25.00
Category 2:	\$ 40.00
Category 3:	\$ 75.00

~~Listed below are general guidelines to determine the amount of the cell phone reimbursement amount:~~

~~Category 1 – infrequent, but necessary cell phone use required during work hours.~~

~~Category 2 frequent/daily cell phone contact and use during work hours and any on-call periods (if applicable). Cell phone includes text capability.~~

~~Category 3 frequent daily cell phone use during and after work hours. Phone must have text and email capability and be connected to the County's email system. Cell phone number provided to County staff and customers, as appropriate. After hour use is expected. Employees in non-exempt positions are not eligible for this category due to FLSA implications for performing work during non-work hours, unless approved by the County Administrator.~~

~~The amount of the monthly allowances may be adjusted periodically by the County Administrator to attempt to conform generally to commercially available cell phone usage plans.~~

~~Personal smart phones/Mobile Devices used to connect to County data systems/resources are subject to the mobile computing device provisions contained in Policy IT-1. A lost or stolen smart phone that is connected to County data systems/resources must be reported to the Information Technology Department. For data security issues the County reserves the right to perform a remote wipe or~~

"brick" on the device. This includes the possible erasure of employee purchased add-on software and digital media. Deschutes County is not responsible for any form of recovery.

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.