



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

Iowa County, Wisconsin

Proposed Edits: Employee Handbook Article 9 TECHNOLOGY USE Section 9.06 Village Owned Electronic Devices

Policy

The Village of Ridgeway may issue electronic devices to its board members or employees. Each device serial number is assigned to the individual it has been issued to and that individual will sign a document acknowledging they have Village property. If the device is damaged, lost, stolen, or not useable, the employee may have to reimburse the Village for a replacement upon investigation and verification of misuse. Trustees and employees must abide by the following provisions as they relate to Electronic Devices.

General

Information stored, saved, or maintained on a Village Electronic Device is considered public information and is therefore subject to public disclosure and open records requests/Freedom of Information Act Inquiries. The user of a village device will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information. Further, authorized Village staff shall have access to Village Electronic Devices at any time so as to be able to inspect and monitor the material contained thereon.

Incidental and occasional limited personal use of the Electronic Device is permitted subject to the limitations, conditions, and regulations contained in this Handbook. Assigned Electronic Devices may not be used in a way that:

- Proposes a security risk to the data stored on the device.
- Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- Is contrary to or damages the Village's interest.
- Results in any incremental costs to the Village.
- Interferes with any Village Officer or employee's work duties, performance, or other obligations to the Village. Examples include but are not limited to excessive use of games, surfing the internet, etc.

Any personal use shall be at the risk of the person engaging therein. The Village is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of materials. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn at any time by the Village Board.

Cell Phone Usage Policy

In recognition of the fact Department Heads and certain supervisory personnel with on-call responsibility, are expected to be available for village business outside of normal working hours, it is the village policy to allow these employees to use village provided cell phones. The village issues cell phones to improve job productivity, enhance safety, and to allow communications during emergencies.

- Village owned cell phones are to be used to conduct village business.
- Personal use of village owned cell phones should be infrequent and of short duration.
- Alternate equipment may be arranged when standard equipment is cumbersome
- Use of cell phones should be avoided while driving.



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Purpose:

The purpose of the Cell Phone Policy is to provide clarification for the issuance and use of cell phones and to establish the protocol for reimbursement by employees for personal use of Village of Ridgeway cell phones. This policy also covers walkie/talkie systems or radio systems utilized in municipal vehicles or facilities.

Cell phone issuance

A village cell phone will be issued under one or more of the following conditions:

- Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job objectives.
- Cell phone use enhances the employee's personal safety on the job, and provides communication during emergencies.
- The employee's role requires the ability to conduct two-way communication at all times.

The issuance of Village-owned cellular phones shall be approved by the applicable Department Director. It shall be the responsibility of the Department Director to ensure that funds are budgeted for the purchase and monthly service costs prior to issuance.

Village phone usage

Cell phones provided by the Village are the property of the Village and are to be used to conduct Village business. The village entrusts employees with communications equipment to enhance productivity and safety. It is the employee's responsibility to use the equipment prudently to ensure the safety of themselves, their co-workers and the general public.

Employee responsibilities for use of Village-owned cell phones include protecting the Village-owned cell phone from theft, loss or damage. Immediately report loss or theft to supervisor or department head.

As cell phone calls and text messages are not secure, use discretion while making sensitive or confidential calls.

Immediately return the cell phone to supervisor or department head if it is determined that the phone is no longer necessary, or upon leaving Village employment.

The general use of cell phones shall not be in lieu of more cost-effective, safe, and available means of communications.

The Village reserves the right to monitor the use of all Village-owned cell phones. Cell phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of department work policies or for the purpose of personal financial gain is prohibited.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the cell phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of replacement.



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Personal use of Village cell phones

Village-issued cell phones are issued for work-related activities. While it is understood that occasional personal calls of short duration may be necessary when no other immediate means of communication is available, personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal calls and should recognize that the Village incurs costs for each minute of airtime. Detailed phone call billing statements and records are subject to public records requests.

Personal cell phones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Village phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. If an employee is expected to or elects to utilize their personal device in place of a village issued cell phone they are eligible for up to \$25/month reimbursement to be setup with the Clerk/Treasurer and paid on a bi-weekly basis.

Driving with cell phones

Under no circumstances are employees allowed to place themselves or others at risk to fulfill business or personal needs.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, except with the use of a hands-free device and in accordance with applicable laws. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating cell phone calls. In situations where job responsibilities include regular driving and accepting of business calls, the Village will provide hands-free equipment. This rule also applies to use of privately-owned cell phones during business hours.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

Installed Applications

Only applications in the Google Play Store may be installed on the Village owned Chromebooks. Electronic Mail (Internal and External) and Access to the World Wide Web and other Servers. Village Chromebooks do not need a firewall or antivirus software and are intended to be used to access electronic mail (e-mail), Dropbox, or the World Wide Web.

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Transmission of any material in violation of U.S. or state laws or regulations is prohibited.

While the Internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.

Security

Electronic device users will be expected to take reasonable precautions to protect any device assigned to them from damage, destruction, or theft. If a device is rendered unusable because of carelessness, employee shall reimburse Village for a new one.

Electronic device users are encouraged to take appropriate steps to protect the security of networks and files by the use of assigned passwords and by taking all necessary steps to maintain the integrity of passwords. While the Village Clerk/Treasurer shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.

Any suspected breach of security, damage, destruction, or theft of any Electronic Device owned by the Village should be reported to the Village Clerk/Treasurer as soon as possible.

Users are cautioned that backups are only available for data imported by the Village Clerk/Treasurer's office and that any other data may be lost in the event of malfunction, damage, or theft to their assigned device.