



Technology & Telework Policies & Procedures Handbook

Adopted by Resolution No. 1901

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1.0 PURPOSE

The City of St. Helens recognizes the need for computers and other technology devices and the vital role they play in assisting City employees, officials, vendors/contractor, and volunteers in delivering exceptional public services. The City provides computers and other technology devices as tools and it is expected that these tools will be used in an appropriate manner at all times. The primary purpose of computers, and other technology devices is to assist in the conduct of business with the City. All information and communication on such systems is the property of the City, and there is no expectation of privacy. This policy outlines the responsibilities of those who work for and on behalf of the City – including elected officials – in contributing to the maintenance and protection of its equipment.

2.0 DEFINITIONS

Virus Malicious computer code that reproduces itself on the same computer.

Worm A malicious program designed to take advantage of vulnerability in an application or an operating system in order to enter a computer. A worm can use a network to send copies of itself to other devices also connected to the network.

Confidential or sensitive information

Information used by City officials or employees in representing the City in pending legal matters or negotiations of any type which would put the City at a disadvantage in the negotiation process should the information be disseminated. Additionally, this includes personnel information, health information, and financial information regarding any employee of the City.

3.0 OPERATIONAL STANDARDS

The use of computers and other technology devices is intended for official City business. Any usage on City devices and software is, by law, public information and may be monitored by the City. All users are reminded that electronic communications and internet access is subject to all applicable federal, state and local laws, regulations, ordinances, or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software.

4.0 SECURITY PRACTICES

End users have a responsibility for security. This includes maintaining the integrity of security profiles by not releasing passwords to other persons, visually displaying passwords, and not leaving their workstation unattended with “logged in” security access available to other persons. Users may need to periodically change their password to ensure security integrity. The City reserves the right to bypass individual passwords at any time and to monitor the use of the system by users. Users must not interfere with other’s work or with the performance of the computer, both hardware and software. These actions include but are not limited to attempting to elicit, access and/or use passwords, creation of additional unauthorized user passwords, entering closed areas of the network, or inappropriately accessing or altering City records.

The City of St. Helens reserves the right to limit or deny access to certain electronic communications services as a security precaution.

All employees, officials, vendors/contractors, and volunteers who are granted access to the City computer/communication systems will be required to sign a Device Use Agreement indicating that the employee, official, vendor/contractor, or volunteer has received a copy of this policy and that they agree to be bound by said policy.

Viruses and other malicious code can spread quickly if appropriate precautions are not taken:

1. Be suspicious of messages sent by people not known by you.
2. Do not open attachments that seem suspicious or out of the ordinary.
3. Disable features in emails that automatically preview messages before opening them
4. Do not forward chain letters; simply delete them.

5.0 REMOTE ACCESS

Remote access to City systems is maintained for selected users. City remote access systems are restricted only to those users who show a demonstrated necessity to access data or applications while away from City offices and only for City business. Users of remote access for anything other than official business will result in immediate removal as a remote user, and if appropriate, disciplinary action.

Authorizing an employee to use remote access services and technologies is not an approval for overtime or work from home. All overtime and work from home must be approved in accordance with the applicable labor agreement and the policies of the City.

6.0 RULES FOR TECHNOLOGY EQUIPMENT USE

The following rules are designed for proper use of City owned devices, electronic communications, and internet access systems. As noted, in the introductory paragraph to this policy, this policy is only applicable to City-owned equipment.

1. The electronic communications system hardware is City property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the City. They are not private property of any employee or user. The confidentiality of any message should not be assumed.
2. City devices, electronic communications, and internet access systems shall not be used for transmitting or receiving messages that violate the City's policies prohibiting harassment or workplace violence. Attempting and/or sending any message anonymously where identification is required is a violation of this policy. Receipt of any messages violating these policies, shall be reported immediately by the recipient to their supervisor.
3. Violating any federal, state, or local law (including copyright laws) is prohibited.
4. Vandalizing any hardware, software, computer, electronic communications, or internet access is prohibited.
5. Users should not tell anyone their password. Passwords should not be recorded where they may be found. Users should not use anyone else's password. Attempting to access and/or use another person's password is strictly prohibited. The creation of additional unauthorized passwords or user IDs is prohibited. The exception to this rule would be when a known Information Technology staff member is troubleshooting a problem with a user on their device.
6. The system is reserved solely for the conduct of the business of the City. It may not be used to solicit or proselytize for commercial activity, religious, or political causes and outside organizational interest. City systems may not be used for conducting private business activities except at public access network points. The system shall not be used for private fundraising activities.
7. Broadcast of network wide non-business-related emails are prohibited.
8. Privately-owned computer systems and technology may only be added to the City system with prior authorization from the City Administrator/Manager or appropriate IT person.

7.0 SOFTWARE INSTALLATION AND USE

The City Administrator/Manager or appropriate IT person may grant specific exceptions to this section based upon organizational needs and resources. The installation of any software on any City computer and/or file servers shall be installed by the technology support staff. This is necessary to ensure appropriate configuration of the software; protection from computer viruses; and possession of appropriate software licenses. The technology support staff will install only licensed copies of application software within the network environment. Users shall not install software that is not authorized by IT. Reproduction of copyrighted software will not be done without appropriate source license documentation and permission.

8.0 PERSONAL USE

Personal use of City equipment and/or communications technology is permitted by users who are authorized by their supervisor for use in any of the following situations:

- Performs City-related work from home.
- Performs City-related work while engaged in travel away from City facilities.

The use of City equipment in these circumstances must not be subjected to unusual wear or performance degrading conditions not normally part of the user's work involving equipment.

9.0 MONITORING AND NO EXPECTATION OF PRIVACY

All messages sent over City devices, electronic communications, and internet access systems are the property of the City. The City reserves the right to: review, audit, intercept, access, and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the City without permission of the user.

10.0 TECHNOLOGY ACQUISITION

All procurement requests shall be forwarded to the technology support staff for review and approval. This is required to ensure appropriate standardization of products and technology to facilitate support, operational performance, and training. With hardware and software components, these are issues of network integration, which have to be reviewed. In addition, acquisitions of technology resources should conform to existing purchasing policies and procedures including ORS chapters 279, 279A, 279B, 279C, and any related administrative or local rules.

11.0 LOST, STOLEN, OR DAMAGED EQUIPMENT

Users shall promptly report any loss, damage to, or unserviceable condition of any city-issued devices and equipment to their supervisor. When a City device is reported to be damaged or lost, an investigation will be conducted by the City regarding the loss or damage. The use of damaged or unserviceable City equipment shall be discontinued as soon as practicable and replaced with comparable, serviceable City technology equipment as soon as available.

12.0 VIOLATION OF POLICY

Any violation of any provisions of this policy can lead to loss of computer services, and/or progressive disciplinary action concurrent with CBA's or personnel policies. Such action will depend upon the severity of the violations; the frequency of the violations; and the effect such violation has on the network of the City.

13.0 EMAIL USE

1. Each staff member and official will be assigned a unique email address that is to be used while conducting City business via email. The unique email address assigned to an employee is the property of the City. An individual may only use their assigned email address while employed by the City, for City business.
2. The City retains the right to intercept, monitor, review, and disclose any and all messages composed, sent, or received.
3. All email systems are City property. All messages stored on City systems or composed, sent, or received by any staff or official are the property of the City. Furthermore, all messages composed, sent, or received by any person using City-provided equipment are property of the City. Emails are not the property of any employee or official.
4. Email systems are intended to be used for business purposes only. Personal use of City email systems is strictly prohibited.
5. The use of privately-owned email accounts for sending and receiving work related email messages is highly discouraged. However, if these resources are used for work-related purposes, the user must transfer all work-related messages to a City-owned system or network and must realize that these private accounts may be subject to public disclosure and retention requirements.

6. All communications via email in connection with the transaction of public business constitute public records except under certain circumstances. Electronic communications, like other public records, must be available upon request to any individual, agency, or organization, unless the information is legally exempt from disclosure.
7. Except as specifically designated below, City staff and officials are prohibited from using City email accounts to send or receive:
 - a. Information about actual or potential claims and litigation involving the City;
 - b. The intellectual property of others, without written permission;
 - c. Photographs of employees or members of the public, without written permission;
 - d. Any personal, sensitive or confidential information;
 - e. Computer viruses or other harmful programs;
 - f. "Chain letters" or junk mail;
 - g. Material or comments that are derogatory to any individual or group, or of a defamatory threatening or harassing nature;
 - h. Racist, sexist, and other disparaging language about a group of people;
 - i. Obscene, pornographic, or offensive or illegal materials or links;
 - j. Sexual comments about, or directed to, anyone; or
 - k. Any communication for any other purpose which is illegal, against City policy, or contrary to the City's interest.

This prohibition does not apply to attorney-client communications between City staff and officials and the City attorney or other City staff and officials designated to assist with legal matters.

14.0 EMAIL RECORDS RETENTION

1. The City must maintain and preserve records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the email communication is sent from a public or private email address.
2. The retention of records stored in electronic systems, including email, is governed by the City's retention schedule and OAR Chapter 166, Division 200. If you have a question regarding the retention of a record, please contact the City Recorder.

15.0 SOCIAL MEDIA USE

1. Social media includes blogs, Facebook, Twitter, YouTube, and other similar accounts.
2. The City shall identify those employees authorized to use social media on behalf of the City. Only those employees who are authorized shall engage in social media activities on behalf of the City. The City Manager/Administrator or designee shall maintain a list of authorized social media users.
3. All social media accounts shall be created using a City-issued email address, whenever possible. Some social media sites prohibit creation of a government “page” without the use of a personal account. In those instances, the City should provide a process for transition of page management in the event that the person holding the primary personal account associated with the page leaves the City. This will ensure that:
 - a. Personal and professional communications are separated;
 - b. The City can back up public conversations because the City owns and controls the email address;
 - c. The City can access the site when the employee is out on vacation or otherwise away from the office or leaves employment with the City; and
 - d. The City can determine that the site is legitimately the City’s and not a rogue site generated from a private email address.
4. The City shall notify users and visitors to the social media site that the purpose of the site is to facilitate communication between the City and the public. Each site shall contain the following message:

This site is created by the City of St. Helens. This site is intended to serve as a mechanism for communication between the public and the City of St. Helens on all topics relevant to City business. The City of St. Helens reserves the right to remove comments or postings that violate any applicable laws. Postings to this site are public records of the City of St. Helens and may be subject to disclosure under the Oregon Public Records Law.

The City of St. Helens does not endorse nor sponsor any advertising posted by the social media host, that the social media is a private site, or the privacy terms of the site apply. The City of St. Helens does not guarantee reliability and accuracy of any third-party links.

If a social media platform cannot host the full disclosure, a link should be placed on the platform to a City webpage that will list the full disclosure language.

5. Where possible, all social media sites will display the City’s logo for consistency and authenticity.

6. Social media posts made on official city pages are considered public records, including comments made on those posts.

7. The City, its staff, and officials shall not discriminate against public speech based on content or viewpoint. The City, its staff, and its officials may not engage in viewpoint discrimination on City operated social media pages. Viewpoint discrimination is described as a speech act that is treated differently by a government entity based on the viewpoint it expresses. All persons who wish to “friend,” “follow,” “re-tweet,” etc. must be allowed to do so on a social media platform operated by the City.

8. The following content posted by the public may be removed:
- a. Comments not topically related to the particular article being commented upon;
 - b. Comments in support of or opposition to political campaigns or ballot measures;
 - c. Profane language or content;
 - d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religion, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
 - e. Inappropriate sexual content or links to inappropriate sexual content;
 - f. Solicitations of commerce, e.g., ads;
 - g. Conduct or encouragement of illegal activity;
 - h. Private and confidential information;
 - i. Information that may tend to compromise the safety or security of the public or public systems; or
 - j. Content that violates a legal ownership interest of any other party.

These guidelines shall be displayed to all users or made available by hyperlink. Any content removed must be retained, including the time, date, and identity of the poster when available.

9. To establish an official City social media account(s), it must be approved by the City Administrator/Manager or their designee.

10. Review is required by an identified authority (City Administrator or their designee) for all posts or comments on behalf of the government.

16.0 SOCIAL MEDIA RECORDS RETENTION

1. The City must maintain and preserve social media records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the social media site is hosted by the City or a third party.
2. Those engaged in social media activities must be familiar with the City's records retention schedule. Any posted original content that is not a copy of a preexisting City record must be captured and maintained by saving a copy and providing it to the City's records custodian.
3. Social media content shall be retained by composing and retaining the message in local software and noting the time and date posted, or by capturing screenshots of the post once it is on the page. The City may use a third-party software that can coordinate multiple social media accounts and capture social media content automatically for the City.
4. Non-Original Social Media Content Maintained Elsewhere

Any posted content that is a copy of a City record that exists in another location does not need to be separately preserved, provided that the original content is being retained in compliance with the appropriate City retention schedule and media preservation requirements. Employees should use social media applications exclusively as a mechanism for providing the public with links or references to content that is maintained as an official City record elsewhere. Links or references posted to social media accounts are considered convenience copies which need to be retained only "as needed" or "until superseded." All comments, likes, shares, etc. on City social media are stored and maintained based on Oregon public retention laws.

5. Original Social Media Content

Any posted original content that constitutes a City record and that is not preserved and retained elsewhere in compliance with the appropriate City retention schedule, must be captured by the City and retained according to the appropriate schedule and preservation requirements. The person who posts the content is responsible for retaining and preserving the record.

- a. Speeches/Statements/News Releases/Program Activity Records

Content that contains written or photographed accounts of a City event, or summary of such events posted to social media are considered statements and reports for retention purposes and should be retained generally for two years from the time they are "published." If these posts contain policy or historically

significant content, they must be retained permanently.

b. Correspondence

Incoming messages from the public that arrive via a City's social media account should be treated as correspondence. Messages completely unrelated to the City's activities do not need to be retained. If the message relates to the City's activities or functions, it must be captured and retained per the retention category that most closely corresponds to the content of the message. Staff are advised to respond to the correspondence via email or other "offline" messaging methods and, if possible, communicate directly with the individual and maintain that correspondence.

c. Content Associated with a Specific Function or Activity

Information received from the public in response to social media posts used as a public entry point to solicit specific information – such as conducting a poll or to launch a process or placing an order – should be retained along with the other records associated with that function or activity using the appropriate retention schedule.

17.0 TELEWORKING

Teleworking allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of St. Helens considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City of St. Helens.

Teleworking can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the city. **During a City Emergency Declaration, the City shall provide at least a thirty (30) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. During normal times of operation, the City shall provide at least a fifteen (15) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement.** If a telecommuting arrangement is terminated, the supervisor shall provide the employee a written

explanation including the reasons why the arrangement is being terminated. The revocation or termination of a telecommuting arrangement shall not be disciplinary in nature.

1. Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City of St. Helens a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

An employee or the City may initiate a request to enter into a telework agreement.

Before entering into any telecommuting agreement, the employee and their supervisor, with the assistance of the City Administrator/Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- a. Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- b. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- c. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- d. Tax and other legal implications. The employee must determine any tax or legal implications under federal, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, along with the City Administrator/Manager, a draft telecommuting agreement will be prepared and signed by all parties, and a teleworking period will commence.

If a telework agreement is denied, the supervisor shall provide the employee with a written denial including the reasons for why teleworking is not a viable option.

Decisions to allow for a teleworking agreement or not shall not be arbitrary or capricious and subject to the Grievance process in the Collective Bargaining Agreement or complaint process in the Personnel Rules, whichever applies.

Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will

communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

2. Equipment

On a case-by-case basis, the City of St. Helens will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phones and data lines, and other office equipment) for each telecommuting arrangement. IT Services will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determination as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the company, unless other arrangements have been made.

The City of St. Helens will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will reimburse the employee for business-related expenses, such as phone calls, and shipping costs, that are reasonably incurred in carrying out the employee's job. **If an employee has internet connectivity issues where they are teleworking, accommodations may be requested to their supervisor for the City to make hotspots available to the employee that is paid by the City.**

The employee will establish an appropriate work environment within their home for work purposes. The City of St. Helens will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to home office space.

3. Security

Consistent with the City expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office. Steps include the use of locking file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

4. Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City of St. Helens will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are

normally covered by the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

5. Time Worked

Employees who are not exempt from overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked. Employees must receive advance approval from their supervisor for any overtime work

6. Ad-Hoc Arrangements

Temporary telecommuting arrangements may be approved by circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

APPENDIX A: Examples of Use

Examples of Permissible Device Use

The following are examples of allowable device use, so long as the permissible use requirements are met:

- Uses the Internet to view City job announcements.
- Uses the Internet to check weather or commute information.
- Uses City computer to take online job-related training courses preapproved by their supervisor
- Uses City computer to read the newspaper during breaks.

Examples of Non-Allowable Device Use

The following are examples of device uses that are not allowed. This list is not intended to be all-inclusive. Additionally, any use that is not expressly allowed is considered to be non-allowable.

- Uses the internet to track personal investment portfolio.
- Uses City-provided cell phone to make non-City-related calls.
- Uses the internet to access nude or sexually explicit materials.

When using City-provided technology devices, it is a good idea to ask yourself this question: Can I directly support a work purpose for this use? If you have questions as to what constitutes City business, please ask your supervisor.

APPENDIX B: SOCIAL MEDIA USER GUIDELINES

The City of St. Helens encourages the public to share thoughts as they relate to the topics being discussed on the City's social media sites. The views expressed in visitor comments reflect those of the comment's author and do not necessarily reflect the official positions of the City of St. Helens. Public comments are considered public information and may be subject to monitoring, moderation and disclosure to third parties. Users shall refrain from posting and the City of St. Helens reserves the discretion to remove:

- a. Comments not topically related to the particular article being commented upon;
- b. Comments in support of or opposition to political campaigns or ballot measures;
- c. Profane language or content;
- d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religious, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
- e. Inappropriate sexual content or links to inappropriate sexual content;
- f. Solicitations of commerce, e.g., ads;
- g. Conduct or encouragement of illegal activity;
- h. Private and confidential information;
- i. Information that may tend to compromise the safety or security of the public or public systems; or
- j. Content that violates a legal ownership interest of any other party.

These user guidelines may be subject to modification at any time.

APPENDIX C: TELEWORKING SAFETY CHECKLIST

Item	Description	Yes	No	N/A
1.	Workspace is away from noise, distractions and is devoted to work needs?	___	___	___
2.	Workspace accommodates workstation, equipment, and related material?	___	___	___
3.	Floors are clear and free from hazards?	___	___	___
4.	File drawers are not top-heavy and do not open into walkways?	___	___	___
5.	Phone lines & electrical cords are secured under desk, along wall, away from heat?	___	___	___
6.	Temperature, ventilation, and lighting are adequate?	___	___	___
7.	All stairs with four and more steps are equipped with handrails?	___	___	___
8.	Carpets are well-secured to the floor and free of frayed or work seams?	___	___	___
9.	There is a working smoke detector in the workspace area?	___	___	___
10.	A home multi-use fire extinguisher is available, and you know how to use it?	___	___	___
11.	Walkways, aisles, and doorways are unobstructed?	___	___	___
12.	Workspace is kept free of trash, clutter, and flammable liquids?	___	___	___
13.	All radiators and portable heaters are located away from flammable items?	___	___	___
14.	You have an evacuation plan, so you know what to do in the event of a fire?	___	___	___
15.	Sufficient electrical outlets are accessible?	___	___	___
16.	Computer equipment is connected to a surge protector?	___	___	___
17.	Electrical system is adequate for office equipment?	___	___	___
18.	All electrical plugs, cords, outlets, and panels are in good condition?	___	___	___
19.	Equipment is placed close to electrical outlets?	___	___	___
20.	Extension cords and power strips are not daisy chained?	___	___	___
21.	Equipment is turned off when not in use?	___	___	___
22.	Your working chair is adequate and safe?	___	___	___
23.	There is sufficient lighting?	___	___	___
24.	You have an inventory of all City property that is confirmed by supervisor?	___	___	___
25.	You are taking adequate steps to ensure data is secure when working and away?	___	___	___

APPENDIX D: TECHNOLOGY & TELEWORK POLICIES & PROCEDURES HANDBOOK

ACKNOWLEDGEMENT

My signature below indicates that I have received a copy of the City of St. Helens Technology & Telework Policies & Procedures Handbook and have read and understand my responsibilities as a user of the City's technology equipment and resources. I understand that this policy is subject to change without notice and agree to abide by it and all subsequent changes. I also understand that if I am a City employee, violation of the policy may result in disciplinary action up to and including termination.

Printed Name: _____

Signature: _____

Date: _____

Department: _____