

POLICY TITLE: USE OF MOBILE DEVICES
POLICY NUMBER: 3070

COMMITTEE APPROVAL DATE: 09/05/201
BOARD APPROVAL DATE: 09/26/2018

WRITTEN/REVISED BY: HUMAN RESOURCES
SUPERSEDES: 06/26/2013

POLICY:

3070 It is the policy of Beach Cities Health District (“District”) to ensure the appropriate and safe use of mobile devices while conducting business on behalf of the District.

3070.1 Mobile phones, personal digital assistants, and other electronic innovations have given employers increased access to their employees, making those individuals more available and connected to their jobs. The business world understands that technologies have improved customer service and elevated employee efficiencies. However, these tools have also increased distractions and the potential exposure to corporate liability for employee acts.

3070.2 SCOPE:

This policy applies to all District Employees.

3070.3 RESPONSIBILITY:

It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly. Employees must ask their supervisor if they are unclear as to its application.

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3070.4 While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones.

3070.4.1 Excessive non-work related personal communications, including calls, text messages, e-mails, and use of social media outlets, during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Most importantly, it interferes with the District’s ability to provide exceptional customer service to our customers and guests. Therefore, employees are asked to make personal communications during non-work time and to ensure that friends and family members are aware of the District’s policy.

3070.4.2 Employees are responsible for securing personal mobile devices while at work or conducting work-related functions. Flexibility will be provided in exigent circumstances. Employees are to notify their supervisor and obtain advance approval.

3070.4.3 The District will not be liable for loss of personal mobile devices brought into the workplace.

3070.5 The District desires to secure employee privacy, customer privacy, information deemed confidential by the District, and other District-related information. Therefore, employees are restricted from taking pictures or video from a mobile device during work hours, while on District premises, or while conducting District business of any private and confidential matter unless as directed by a manager or approved in advance by the District.

3070.6 The District's intent is to fully comply with the California Wireless Telephone Automobile Safety Act (S.B. 1613), which governs the use of cellular phones while driving in the State of California and Safety Act (S.B. 28) that prohibits employees from sending, writing or reading a text-based communication while driving. For more information, refer to Policy 3075, Employee Use of Automobiles.

District-owned Mobile Devices

3070.7 Where job or business needs demand immediate access to an employee, the District may issue a District-owned and serviced mobile device (e.g., iPad, smart phone etc.) to an employee for work-related communications.

3070.7.1 Mobile devices shall remain the sole property of the District and shall be subject to inspection or monitoring (including related records) at any time. Employees in possession of District equipment are expected to protect the equipment from loss, damage, or theft.

3070.7.2 Employees must report all lost or stolen mobile devices to their supervisors and the Communications Department immediately.

3070.7.3 Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the mobile device for return or inspection. Employees unable to present the device in good working condition within the time period requested may be expected to bear the cost of a replacement to the extent permitted by law.

3070.7.4 Employees who have been issued a District owned mobile device will not retain the phone number that had been issued by the District at the time of resignation or termination of employment, unless approved by the Chief Executive Officer.

3070.7.5 Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges *may* be liable for recovery of the loss to the extent permitted by law.

3070.7.6 No employee is to use District owned mobile devices for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies and all Federal, State and local laws.

3070.7.7 There is no reasonable expectation of privacy in any data, information, voicemail, emails or other information in District-issued mobile devices.

3070.8 Employees who are not issued a District-owned and serviced mobile device and are required and authorized to use their own personal device for work-related communications are eligible for partial reimbursement of their monthly mobile service plan and phone upgrade every two years.

3070.9 Violating this policy is a violation of the law and District policy and may be cause for discipline, up to, and including, immediate termination.

EXCEPTIONS:

3070.10 The Chief Executive Officer is the only person authorized to make exceptions to this policy.