

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Smartphone Usage and Network Access
POLICY NUMBER: 239

239.10 Purpose/Objective

TDRPD provides a stipend to employees who are regularly away from the office/work area and are required to remain in close contact with TDRPD and/or TDRPD customers and require internet/application access while away. The purpose of this policy is to provide standards and clarification for smartphone usage, enhance efficiency and effectiveness of communications, ensure safe work practices while using smartphones, and to ensure compliance with SB 1613 and any other applicable California laws.

239.20 Eligibility

Department managers shall be responsible for determining the employee's need for a TDRPD stipend based on the needs of the District. Employees who receive the smartphone stipend are responsible for adherence to this policy.

239.30 Procedures

Smartphones may be used by select employees to enhance and improve the efficiency and effectiveness of District operations. The following standards shall be applied to all employees utilizing the smartphone stipend for the purpose of conducting District business:

- Smartphones shall only be used for appropriate business calls and accessing work-related applications during working hours.
- Employees should make every effort to avoid making personal calls during working hours on their smartphones. However, if the employee must make a personal phone call, such calls should be kept to a minimum, and made on the employee's own time.
- Employees should use their smartphones to report emergencies to appropriate authorities.
- Smartphones may not be used during working hours for commercial profit or secondary employment.
- TDRPD may access any data or communications sent, received, or stored utilizing the District's networks.
- Smartphone users may be required to install specific applications or configurations to comply with job requirements and District network guidelines.

- Smartphone users agree to make themselves available via their smartphone during the normal hours of operation of their areas of responsibility.
- Smartphone users' phone numbers may be accessible by the public.
- TDRPD may, in its sole discretion, with or without notice or cause, discontinue an employee's smartphone stipend.

239.40 Mobile Smartphone Usage

TDRPD has a zero tolerance policy regarding using any smartphone while driving. For the safety of our employees and others, it is imperative that all employees pull over and stop at a safe location to use the smartphone in any manner, including, but not limited to, dialing, receiving or talking on the phone, reading, preparing or sending a text, reading, preparing, or sending an email.

239.50 Network Access

District employees may be provided with access to District wireless networks for internet access, and wired access to the internet. The download or upload of inappropriate, illegal, or obscene material on any District smartphone or network connection is strictly prohibited.

239.60 Damage to Smartphones on the District Phone Stipend Plan

If smartphone damage occurs resulting from the normal course of work that results in the smartphone becoming unusable, the District will reimburse up to a maximum of \$100.00 for the repair or replacement of the damaged or destroyed smartphone. After repair or replacement occurs a damage statement and receipt must be turned in to Accounting for reimbursement for actual repair or replacement cost up to the allowed maximum.