

# **DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

## **AUTHORITATIVE POLICY: Information Technology and Security**

**Board Resolution No.: 2013-10-01**

### **PROCEDURE: 2.8 - Cell Phone and Electronic Device**

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#### **1.0 Introduction**

##### **Policy:**

Cell phones and other electronic devices shall be used in compliance with NYS laws and other appropriate regulations, and only approved mobile devices will be connected to the Authority IT network.

##### **Purpose:**

To define expectations of communication device use by all Authority employees. This includes all telephones, including land-lines, and other electronic devices.

##### **Scope:**

This procedure applies to all Authority personnel.

##### **Definitions:**

User – Anyone with authorized access to the Authority technology resources including permanent and temporary employees or third party personnel such as temporaries, contractors, consultants, and other parties with valid Authority access accounts.

#### **2.0 General Procedure Statements**

- 2.1** The term, "communications device" shall apply to the use of technology for communication purposes, including telephones, computers, cell phones, texting and emails.
- 2.2** The Authority expects all of its employees to perform Authority work during their normal work hours. Employees are expected to use discretion with regard to incoming and outgoing personal calls and the carrying out of personal business, keeping both minimal.
- 2.3** Employees must observe business courtesy when answering telephone calls. The manner in which the Authority's telephones are answered reflect on the professional image of the Authority.
- 2.4** Employees are prohibited from making calls to a 1-900 number.

#### **3.0 Personal Telephone Calls**

Personal telephone calls while at work should be limited to those that are absolutely necessary. Personal calls during the workday, whether by Authority telephone or personal cellular telephone, can interfere with employee productivity and be a distraction to others.

#### 4.0 Cellular Telephone and Texting Usage

- 4.1 The Authority provides cellular telephones to employees based upon job classification and duties, upon the recommendation of Division Managers and approved by the Executive Director.
- 4.2 The Authority provides cellular telephones to provide communications, data, alarms, and other Authority operating requirements, including off hours emergency response.
- 4.3 The Authority expects personal telephone calls, texting, emails and communications of non-business related nature shall be minimal.
- 4.4 There shall be only minimal use of Authority communications equipment outside working hours.
- 4.5 New York State Law prohibits the use of handheld cellular telephones and texting while operating a motor vehicle. Employees are required to adhere to the law.
- 4.6 Where job responsibilities require regular driving and accepting of business calls, hands-free equipment will be provided.
- 4.7 The Authority will treat personal use of an employer provided cellular telephone as imputed income, as applicable according to current Internal Revenue Service regulation and guidance.
- 4.8 The Authority will authorize the reimbursement of the utilization of an employee's personal cellular telephone provided the utilization is prior approved by the Executive Director and the method for determining reimbursable costs is approved by the Authority Comptroller in advance.

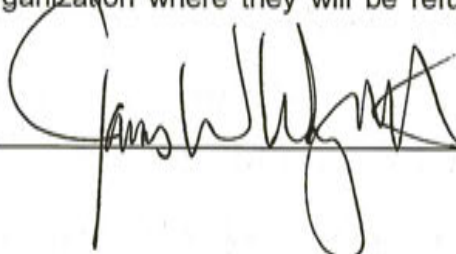
Reference: Internal Revenue Service – Notice 2011-72

#### 5.0 Device Recycling

In an effort to reduce landfill waste, all Authority cellular devices which are at the end of their useful lives will be donated to a not-for-profit organization where they will be refurbished or recycled.

Date Adopted: April 1, 2014

Authorized: \_\_\_\_\_



User Signature \_\_\_\_\_

Date \_\_\_\_\_

Appendix A

CELLULAR TELEPHONE USE AGREEMENT

I acknowledge and understand the following terms and conditions:

1. The Authority has provided me a cellular telephone to perform my official duties.
2. Unauthorized use of the Authority provided cellular telephone may result in appropriate disciplinary action.
3. I have received, read and understand the Authority's Communications Device Policy.
4. I may be charged imputed income for personal usage as identified by applicable IRS regulation and guidance.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager (Print)

\_\_\_\_\_  
Division Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director (Print)

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date