

Title: ISSUANCE OF DIGITAL COMMUNICATIONS TOOLS: COUNCIL AND EMPLOYEES

Policy No: 1019

Effective Date: March 28, 2017

Motion Number: 17.03.117

Supersedes Policy No: 1017



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish policy and procedures pertaining to Greenview's Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

DEFINITIONS

Digital Communication Tools (DCT) include but not limited to: cellphones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the Chief Administrative Officer.

Employees include paid staff and contractors of Greenview.

User Authorization Agreement an agreement between Greenview's Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

POLICY

1. Information Systems Technician shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties.
2. Information Systems Technician shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.
3. Councillors shall be issued, at the commencement of their term and within recommended Digital Communication Tools lifecycles, a cellphone, and a choice of a laptop OR a tablet.
4. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by Council, their supervisor or the Chief Administrative Officer.
5. Employees requiring higher performance Digital Communication Tools shall request the discretionary consideration of their supervisor or the Chief Administrative Officer.

6. Councillors requiring higher performance Digital Communication Tools shall request the discretionary consideration of their fellow Councillors.
7. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Technician upon termination of the individual's position, (except as noted in paragraph 2 of this Section) or at any time, when requested, for the purposes of upgrading, repair or replacement.

“That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor’s Greenview phone will be removed from Greenview’s list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview’s IT Department to be wiped of all Greenview information before transfer of ownership.”
8. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer.
9. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
10. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
11. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

PROCEDURE

1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
3. Councillors and Employees shall consult the Information Systems Technician when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
4. Information Systems Technician will not provide technical support for any software that is not work-related.
5. Councillors and Employees shall notify the Information Systems Technician, their supervisor and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
6. The Information Systems Technician shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.

7. The Information Systems Technician shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the Chief Administrative Officer.
8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Technician and the Employee's supervisor.
 - a) The Information Systems Technician shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - b) Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.
9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Technician to ensure that the Digital Communication Tools may be properly reset.
10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Technician upon entering into a repayment agreement with Greenview.
11. When required, Councillors shall be issued one (1) cell booster for their Greenview residence.

Revisions approved: