



Mobile Device Policy

(Chapter, Section, Code – Added by Administration)

Adopted:

Amended:

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A. SCOPE

This policy applies to all city of Shakopee employees.

B. PURPOSE

This purpose of this policy is to ensure that city employees can use mobile communication devices in the course of their duties to promote efficiency, ensure effective communication and improve customer service in a cost-effective manner. This policy defines acceptable use of mobile communication devices, the circumstances under which the city will provide for a mobile communication device and/or service, and how the city will provide for mobile communication devices and/or service. Employees who abuse and/or misuse mobile communication devices under this policy may be subject to disciplinary action.

C. BUSINESS NEED REQUIRED

Department heads (or their designees) shall determine if there is a business need based on the employee's job duties. An initial determination of business need does not guarantee an employee will be provided with mobile communications, or that the determination may not change. Business needs that justify provision of a mobile communication device include:

- The employee's safety or the safety of others is dependent on mobile communications.
- The employee's job duties frequently require the employee to be out of the office and it is required that the employee be available to respond to immediate inquiries or requests for information from other employees or the public.
- The employee is frequently required to be available to receive communication outside of normal working hours.

- The employee's position is such that providing for mobile communications will improve the employee's efficiency.
- Other justification as approved by the city administrator.

D. MOBILE COMMUNICATION DEVICE AND SERVICE OPTIONS

If the department head has determined that there is a business need for an employee to have access to mobile communications in the course of their duties the employee may choose from the following options:

- The city will issue a mobile communications device and provide service at the city's expense subject to the requirements of this policy; or
- The city will provide a monthly stipend to the employee, and the employee will provide a mobile communications device and service subject to the requirements of this policy; or
- The employee may use their personal device and service subject to the requirements of this policy.

E. CITY ISSUED MOBILE DEVICES AND SERVICE

The Information Technology Division will provide standard hardware and service to employees who choose this option. The device remains the property of the city and must be returned upon request by the city, or upon termination.

- City issued devices will have a Mobile Device Management (MDM) software enforcing policy requirements regarding security, applications, and data.
- City issued devices must have appropriate security technology and password protection as determined by the Information Technology Division.
- Information Technology supports standard services including Outlook and Skype. The Information Technology may support other mobile applications with a demonstrated business need. No applications may be downloaded to city owned devices without approval of the Information Technology Division.
- Incidental personal use is allowed provided such use does not interfere with city business, does not increase the city's costs and such use complies with the city's Acceptable Use Policy. Under no circumstances should an employee use a city provided mobile device as their primary personal mobile communications device.
- Replacement of devices will be based on business needs and is not guaranteed.
- The cellular phone number will be listed in the internal city staff directory and on business cards and email signature lines as appropriate.
- Managers and supervisors are responsible for periodically monitoring and reviewing cellular phone billings of their staff to ensure proper employee usage and billing accuracy.
- All data maintained on city owned devices is subject to data practices laws and policies.

F. PERSONAL MOBILE DEVICES AND SERVICE WITH CITY STIPEND

If the department head has determined that there is a business need and the employee desires to use their personal mobile device for city business, the city may offer a stipend of \$25.00 per month for reasonable use of the employee's personal mobile device and service.

- The approved stipend is agreed upon as full and complete compensation by the city to the employee for the use of their personal mobile device for business purposes. The stipend is inclusive of minutes, data, text messaging, access and all other charges. The city shall not reimburse the employee for overages of minutes, data or texts or other expenses beyond the approved stipend.
- Employees accepting the stipend under this section are responsible to ensure that their service is active. Employees who allow their service to lapse may be required to reimburse the city all or part of the stipend if service lapses.
- The cellular phone number will be listed in the city Staff Directory and on business cards and email signature lines as appropriate.
- Personal mobile devices used for business purposes must have appropriate security technology and password protection as determined by the Information Technology Division.
- As determined by the Information Technology Division, mobile devices under this section may have mobile device management software in place to enforce security protocols.
- An employee separating employment with the city who has used their personal device for city business must delete all business-related data from their device, to be verified by the Information Technology Division.
- The Information Technology Division will not support the device or applications on the device.
- Loss or damage of the device during city or personal use will not be reimbursed by the city.
- Employees who use their personal mobile device for business purposes under this section acknowledge and agree to comply with data practices laws and policies. Data on personal mobile devices under this section may be subject to data practices laws and policies including but not limited to:
 - Emails, documents, texts, and any other data created or maintained on the device for business use
 - Phone records, including numbers called, times, and durations of calls made for business purposes.

G. PERSONAL MOBILE DEVICES AND SERVICE WITHOUT CITY STIPEND

Employees may choose to use their personal device for business purposes and not receive a stipend.

- The city shall not reimburse employees for overages or use of overages of minutes, data or texts or other expenses related to personal mobile device usage for business purposes.
- The employee shall not have official city email or records on their personal mobile device unless the Information Technology Department approves.
- An employee separating employment with the city who has used their personal device for city business must delete all business-related data from their device, to be verified by the Information Technology Division.
- The Information Technology Division will not support the device or applications on the device.
- Loss or damage of the device during city or personal use will not be reimbursed by the city.
- Employees who use their personal mobile device for business purposes under this section acknowledge and agree to comply with data practices laws and policies. Data on personal mobile devices under this section may be subject to data practices laws and policies including but not limited to:
 - Emails, documents, texts, and any other data created or maintained on the device for business use
 - Phone records, including numbers called, times, and durations of calls made for business purposes.

H. MOBILE DEVICE USAGE, GENERALLY

Employees using mobile devices for city business or during working hours are subject to the following provisions.

- When driving a vehicle for city business, employees shall be aware that driving is their primary responsibility. Use of a mobile device in a vehicle must comply with state laws.
- Managers and supervisors are expected to ensure compliance with the Fair Labor Standards Act, other federal and state laws, and city policy with regard to working hours. Generally, the city shall not expect non-exempt employees to monitor the device outside of scheduled work hours unless terms and agreements for on-call, emergency and other business needs are required.