



Clinton County

Clinton County Cellphone Usage Policy

PURPOSE

This Cellphone Policy outlines expectations for using cellphones at work and the issuing of County paid cellphones.

SCOPE

This policy applies to all employees who bring their own phones to work and to those who have county issued cellphones. This policy works in conjunction with the Clinton County HIPAA Policy PR-260: Use of Mobile Devices.

GOALS

The goals of this policy are to provide direction to staff, department heads, and elected officials on the expectations of cell phone usage at work, the issuance of County provided cell phones, and to promote consistent compliance with the applicable laws.

CELLPHONE USAGE AT WORK

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company issued equipment or misuse of County internet connection.

It is expected that employees

- Surf the internet, text and talk on the phone only for a few minutes per day if it is not work related.
- Turn off or silence their phones when in meetings and when asked by a co-worker or supervisor.
- Adhere to this policy and the Clinton County HIPAA Policy PR-260: Use of Mobile Devices.

The County will *not* allow employees to:

- Receive a stipend for use of their personal phone.
 - To more easily stay compliant with Iowa Code Chapter 22, Clinton County will not provide a stipend for the use of personal phones. Personal phones paid for by the County would be subject to Iowa Code Chapter 22 and therefore will not be permitted in Clinton County.

- Play games on the cell phone during working hours.
- Download or play games on a phone provided to them by Clinton County.
- Use their phones for texting while driving.
- Talk on a handheld mobile device while driving. In accordance with the FMCSA regulation, Clinton County prohibits not only CDL holders, but all Clinton County employees driving, while on duty, from using handheld mobile devices whenever the vehicle is in motion unless they use their device's speakerphone function, an earpiece or other type of hand-free component. Moreover, if an employee is fined for this offence they will pay the fine them self and will be disciplined up to and including termination.
- Use their cell phone's camera or microphone to record confidential information.
- Use their cell phones in areas where cell phone use is prohibited.
- Speak on their phones within earshot of colleagues' working spaces during working hours.
- Use a cell phone in an unsafe work situation/location (e.g. construction sites, work in high traffic areas, near any heavy machinery, or any location when high attention to detail is required)

COUNTY OWNED CELL PHONES

County owned cell phones are phones issued to employees to that have the need for a phone and/ or internet service.

Department Head/Elected Official Responsibility for County issued phones

- Department Head/Elected Official will work with the Director of IT to secure the best product(s) and pricing for phones to be issued to staff. The Director of IT must approve of purchase(s) due to his/her responsibility, as the Chief Security Officer to secure info from phones in the case of an open records request(s).
 - Must approve of any/all apps with the Director of IT before allowing staff to download them on their phone
 - Keep a list of approved apps and keep employees informed of approved apps. This list should be available for inspection at any time from the HIPAA Security Officer/ IT Director.
- The Department Head/Elected Official will assign the phone to the employee and have a way to identify the phone issued to the employee (asset tag). The Department Head/Elected official will keep a spreadsheet with the employee's name, phone style/type, asset tag #, date of issue, and date of return. The Department Head will also keep a list of the phone's set up ID/passwords. These records should be kept up to date and be able to be produced upon request.
- Inform staff of any minute(s) or contractual limits they must stay within.
- The Department Head/Elected official shall review cell phone usage for each employee every month to assure staff are in compliance with this policy.
- The Department Head/Elected official will issue disciplinary action up to and including termination to uphold this policy.

- The Department Head/Elected official is responsible to get the phone back upon the termination of the employee regardless of reason and/or for an upgrade/change of equipment.
- The Department Head/Elected official is responsible to investigate any lost or damaged equipment and report it immediately to the IT Director/Chief Security Office.

Employee Responsibility for County Issued Phones

- Use County issued phones for business purposes only and preserve them in good working condition.
- Get approval from Department Head for approval to download any app.
- Uphold the Clinton County Cellphone Usage Policy and the Clinton County HIPAA PR-260 Use of Mobile Devices Policy.
- Return the phone to your Director upon request, upon your termination of employment at Clinton County, or if there is an equipment change.
- Report immediately to your supervisor if your phone has been stolen, lost, or damaged.
- Stay within usage limitations (if minutes are capped, stay within your limit)
- Assure phone always is locked by using a PIN number not to be shared with anyone but the IT Director/Chief Security Officer (if asked).

DISCIPLINARY CONSEQUENCES

- Clinton County retains the right to monitor employees for excessive or inappropriate use of their cell phones and discipline them up to and including termination
- If an employee's phone usage causes a decline in productivity or interferes with our operations, we'll ban that employee from using their cell phone at work and/or take their County issued phone away.
- Employees who use their County issued phone for personal use more than a few minutes a day will be disciplined up to and including termination.
- Employee who receive a ticket/violation, while on County business, due to misuse of their phone while driving, will be disciplined up to and including termination.
- Employees may face severe disciplinary action up to and including termination in cases when they:
 - Cause a security breach
 - Violate our confidentiality/HIPAA policy
 - Cause an accident by recklessly using their phones

PRIVACY, HIPAA, AND CELLPHONES

The Clinton County HIPAA policy PR-260 Use of Mobile Devices must be upheld by all Clinton County Department Heads, Elected Officials, and Staff. This policy can be found in the Clinton County, Iowa HIPAA Master Manual.

Adopted: October 7, 2020