

# Stark County Board of Developmental Disabilities

Policy 4.50 Cell Phones, Smart Phones, Tablets and Personal Devices	Effective: 5/23/2023
Chapter 4: Human Resources	Page 1 of 4

## CELL PHONES, SMART PHONES, TABLETS AND PERSONAL DEVICES

### POLICY

The Board recognizes the value of technology to enhance the productivity of employees in the performance of their work. The Board further expects the use of such equipment to be limited to work related activities. The Board does permit employees to use their personal devices for business use, if the employee meets designated criteria and their position requires an applicable device. A monthly stipend will be provided to those employees who are required to have a device when the employee chooses to use their personal device, versus receiving one provided by the Board.

Employees who are assigned a device, or receive reimbursement, are expected to have their phones and/or device with them at all times while on duty and to respond to calls and messages on a timely basis.

The Board's Information Technology Department is responsible for tracking the assignment of equipment, authorization of personal devices, and the associated costs.

The superintendent shall develop procedures to implement this policy.

<b>Historical Resolution Information</b>		<b>Reviewer(s):</b>
<b>Date</b>	<b>Resolution Number</b>	
3/28/17	03-15-17	Superintendent
4/28/20	04-22-20	Director of Human Resources
5/23/23	05-19-23	Information Technology Manager