**Section 47A  Bring Your Own Device (BYOD)**

Employees of the City of Bloomfield may have the opportunity to use their personal cellphones or smartphones for work purposes when authorized by this policy or when authorized in writing, in advance, by the employee and management. The use of personal devices is limited to salaried employees and employees assigned to the Public Works Department.

**Device protocols**

To ensure the security of City of Bloomfield information, authorized employees are required to have anti-virus and mobile device management (MDM) software installed on their personal mobile devices. This MDM software will store all company-related information, including calendars, e-mails and other applications in one area that is password-protected and secure.

Due to security issues, personal devices may not be synchronized with other devices in employees’ homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited. Employees may not use unsecure Internet sites.

All employees must use a preset ringtone and alert for City-related messages and calls. Personal cellphones or smartphones should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

**Restrictions on authorized use**

Employees whose personal cellphones or smartphones have camera, video or recording capability are restricted from using those functions anywhere in or on City property at any time unless authorized in advance by management. [Do we want this? I like the idea that an employee could take a photo and send to someone, but they can do that with permission under this draft.]

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of City devices. The City’s policies pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on nonwork time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management. Managers reserve the right to request employees’ cellphone bills and use reports for calls and messaging made during working hours to determine if use is excessive.

Nonexempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes
reviewing, sending and responding to e-mails or text messages, responding to phone calls, or making phone calls.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management.

Family and friends should not use personal devices that are used for City purposes.

**Privacy/City access**

No employee using his or her personal device should expect any privacy except that which is governed by law. The City has the right, at any time, to monitor and preserve any communications that use the City’s networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize these data to ensure that the City’s resources in these areas are being used according to this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

**City stipend**

Employees authorized to use personal devices under this policy will receive a $25 per month stipend beginning on September 1, 2020. If an employee obtains or currently has a plan that exceeds the monthly stipend, the City will not be liable for the cost difference.

**Safety**

Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather or unfamiliar areas.

Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions.

Employees who work in hazardous areas must refrain from using personal devices while at work in those areas, as such use can potentially be a major safety hazard.

**Lost, stolen, hacked or damaged equipment**
Employees are expected to protect personal devices used for work-related purposes from loss, damage or theft. Employees must immediately notify management in the event their personal device is lost or stolen. The employee will be responsible for the cost of replacement when a personal device is lost, damaged or stolen while being used for work purposes.
**Termination of employment**

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed upon termination of employment.

**Violations of policy**

Employees who have not received authorization under this policy or in writing from the City Administrator and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure to follow the City’s policies and procedures may result in disciplinary action, up to and including termination of employment.