



# ADMINISTRATIVE PROCEDURES

<b>SECTION:</b> 400 – Financial Management		<b>PROCEDURE #:</b> 401 - A
<b>TITLE:</b> Technology Allowance		<b>IMPLEMENTS POLICY #:</b> 401
<b>SPONSORING DEPARTMENT/DIV:</b> Support Services/Information Services		
<b>EFFECTIVE DATE:</b> 02/28/2017	<b>REVIEWED:</b>	<b>REVISED:</b>

**OBJECTIVE:** To establish procedures for payment of a Technology Allowance to certain employees.

## DEFINITIONS:

“Risk(s)” means the potential impacts of a lost, stolen or compromised device including: 1) financial costs related to the replacement of the device; 2) infecting or compromising the device with malicious software (non-iOS devices) and 3) exposure of data that may be sensitive to the device holder and/or Washington County.

“Risk Mitigation Measures” means the minimal configuration measures required to protect and secure the device from unauthorized access, including a time enabled password, location services, security software (non-iOS devices) and remote device wiping capabilities.

## PROCEDURES:

1. Request to Approve Technology Allowance.
  - 1.1. Executive Management Group: Payment of a Technology Allowance will be made to members of the Executive Management Group with the completion of a Technology Allowance Authorization Form.
  - 1.2. Other Employees: Requests for Other Employees to receive a Technology Allowance shall be forwarded to the County Administrative Office for approval by completing the Technology Allowance Authorization Form. The allowance will not be approved for infrequent use, or use that is not required as an official job function.
2. Components of the Technology Allowance.
  - 2.1. Personal Computer Allowance.

The computer allowance is intended to partially defray the cost of computer, printer and computer-related equipment including hardware, software, communication lines,

internet service provider and other miscellaneous services required to facilitate the conduct of County business and business-related communication from remote sites.

2.2. Personal Smartphone Allowance.

The Smartphone allowance is intended to partially defray the cost of Smartphone devices and services used for County business. All Smartphones used for County business are to be managed under the County's Mobile Device Management solution.

2.3. Personal Tablet Allowance.

The tablet allowance is intended to partially defray the cost of a tablet device, applications and data service required to conduct County business. Tablets used to synchronize directly to County-based communications solutions including voice and voicemail, email and texting are to be managed under the County's Mobile Device Management solution.

3. Recipient Responsibilities.

3.1. Users shall complete and sign a Technology Allowance Authorization Form.

3.2. Recipients shall select a Technology Component and provider whose service and coverage meets the requirements of their job responsibilities. If a Recipient is unable to conduct County business due to problems with their selected service provider, the County may request that the Recipient change service providers.

3.3. The County may periodically request that a Recipient provide a copy of a purchase receipt or first page of a provider bill to verify that a Recipient has purchased and has an active Technology Component authorized under the policy. The County may also periodically request documentation of the Recipient's County business use to determine the appropriateness of eligibility and the level of the allowance amount.

3.4. Recipients utilizing Technology Components for communication purposes shall ensure that they are fully operational and readily available.

3.5. Recipients shall immediately notify the County of any damaged, lost or stolen technology components and any related service provider cancellations.

3.6. Recipients must secure a replacement Technology Component within ten (10) days of the event. Any costs associated with procuring a replacement Technology Component will be the responsibility of the Recipient.

3.7. Recipients shall be responsible for complying with any contracts that they enter into with Technology Component service providers, including payment of all charges incurred. In the event a Recipient ceases to be employed by the County or becomes otherwise ineligible for the technology allowance, the Recipient shall continue to remain responsible for all contractual obligations with service providers related to the Technology Components.

3.8. Recipients shall retain ownership of any Technology Components purchased fully or partly as a condition of receiving an allowance and shall be fully responsible for all maintenance and repairs required to keep them operational.

- 3.9. Recipients shall comply with all federal state and local laws related to the use of Technology Components as well as all County policies.
- 3.10. Recipients shall acknowledge that all work related communications, including email and text messaging, are subject to public records requirements and other regulations. To achieve compliance, recipients agree to use approved County solutions for email and text messaging.
- 3.11. Recipients shall use the County email system to send and receive County related emails in compliance with electronic record retention requirements. If County related emails are received via a personal email account, the recipient shall forward the message (including any response) to the County email system.
- 3.12. Recipients shall use a County provided secure Text messaging client for all County business in accordance with the Board approved Text messaging policy.
- 3.13. As a personal device, the owner is responsible for backing up information as appropriate.
- 3.14. Recipient shall employ risk mitigation measures on the devices to minimize the potential for unauthorized access.
4. CAO Responsibilities.
  - 4.1. The CAO shall establish the methodology for determining the amount for each discreet allowance component (computer, phone and tablet). The methodology includes the estimated cost per component element: hardware, software, services and accessories. The methodology will amortize the hardware/software over three years; apply a percentage factor for personal use; and include a taxability factor.
  - 4.2. The CAO shall review the methodology and allowance amounts periodically and adjust as deemed appropriate.
5. Department Responsibilities.
  - 5.1. The Department Director or their designee shall routinely review any Other Employee's need for a Technology Allowance.
  - 5.2. The Department Director or County Administrative Office may revoke a Technology Allowance at any time.
  - 5.3. If any recipient is terminated, resigns, transfers, or for any other reason becomes ineligible to receive an allowance, the Department Director or their designee shall immediately notify the Finance Division.