

Great Parks of Hamilton County Wireless Communication Device Policy

Great Parks may provide access to wireless communication devices (WCD) to employees who (by the nature of their job) have a routine and continuing business need for the use of such devices which include mobile phones and tablets. The access will be made available either through a stipend paid directly to eligible employees or by providing a Great Parks-owned WCD to them.

Great Parks-issued WCDs are intended for Great Parks' business use. Occasional and de minimis personal use of the WCD is permissible with the department manager's prior approval and review.

If a WCD is not shared with other employees, the assigned employee is required to take the Great Parks-issued device home. The assigned employee will be available for calls (in possession of the WCD and have it turned on) during those times specified by his supervisor. The intent of the system is to increase our availability and improve communications. Accurately recording "time worked" is every employee's responsibility. See Employee Handbook pages C1 – C3 for additional policy guidelines.

Great Parks issued WCDs have allotted mobile minutes assigned in accordance with job positions and responsibilities. If an employee exceeds the allotted minutes, he may receive a memo noting the minutes used for that billing cycle. They are required to review the information in an effort to keep peak mobile minutes to a minimum. All WCDs have unlimited device to device mobile minutes.

In certain situations, employees will utilize their personal WCD, at times, for business reasons. The WCD stipend is intended to reimburse an employee for the business use of their personal device. The stipend is not intended to fully fund the cost of the device nor pay for the entire monthly bill. The assumption is that most employees use their WCD predominantly for personal reasons. The stipend does not constitute an increase in the employee's base pay and will not be included in any percentage calculations for an increase in base pay rates.

Please be advised that using your personal wireless communication device for Great Parks' business (whether or not you receive a stipend from Great Parks) makes it and documents, emails, and photographs within it subject to inspection, retention, or production under Ohio's Public Records Law.

Eligibility Requirements

To qualify for a Great Parks-issued WCD or a personal device stipend, the employee must have a defined business need that includes one or more of the following:

- The employee's job requires that they work regularly in the field and need to be immediately accessible;
- The employee's job requires that they need to be immediately accessible outside of normal business hours;
- The employee is responsible for critical infrastructure and needs to be immediately accessible at all times;
- The employee may need to be immediately accessible in the event of emergency or crisis conditions; or
- Access via voice and/or access to information technology systems via a mobile communications device would render the employee more productive and/or the service the employee provides more effective.

Responsibilities of Employees Receiving a WCD

When a Great Parks-issued WCD has been approved and provided to an employee for conducting official business, the employee must comply with the following:

- The employee will be available for calls (in possession of the WCD and have it turned on) during those times specified by the employee's supervisor.
- The employee must comply with all applicable laws regarding the use of wireless devices and other communication devices while driving. The employee will be personally responsible for any fines and/or court costs associated with any violations.
- The employee should use discretion in relaying Confidential and Proprietary Information over wireless devices since wireless transmissions may not be secure.
- The employee receiving a Great Parks-issued WCD is responsible for the proper care and security of the device. If the device is lost or damaged beyond normal wear and tear, the employee may be held responsible for the replacement cost (to the extent permissible by applicable law).
- An employee making personal calls during peak times may be required to reimburse Great Parks (to the extent permissible by applicable law) if such calls cause Great Parks to exceed the total plan minutes for a given month.
- Great Parks-issued WCDs may not be transferred to any other employee without prior supervisory notification and approval.
- Upon resignation or termination of employment, or at any time upon request, the employee must promptly return a Great Parks-issued WCD.

Responsibilities of Employees Receiving a WCD (Personal Device) Stipend

When a WCD (personal device) stipend has been approved and provided to an employee for conducting official business, the employee must comply with the following:

- The employee will be available for calls or text messages during those times specified by the employee's supervisor and job description.
- The employee will maintain mobile or smart phone service and be responsible for providing the telephone number to Great Parks while receiving a stipend. The service must provide reliable coverage in Hamilton County and shall be approved by the employee's supervisor.
- The mobile or smart phone will be selected and personally owned by the employee. All costs related to the purchase and usage of the mobile or smart phone is the employee's responsibility. The service plan expenses will be billed to the employee's home address and the employee will be responsible for payment of the bill.
- The employee must comply with all applicable laws regarding the use of wireless devices and other communication devices while driving. The employee will be personally responsible for any fines and/or court costs associated with any violations.
- The employee should use discretion in relaying Confidential and Proprietary Information over wireless devices since wireless transmissions may not be secure.
- Upon resignation or termination of employment, the WCD stipend will be discontinued effective that same day.
- Should Great Parks deem the stipend unnecessary in the future, you will be provided 6 months' notice before stipend is canceled and no longer paid.

Great Parks of Hamilton County Wireless Communication Device Agreement

Employee Name: _____

Job Title: _____

Department: _____

WCD number: _____

WCD Service Provider: _____

Carrier approved by: _____
(Supervisor signature is required)

Mobile Phone
Assigned

Regular Phone Stipend
\$35.00/month

Smart Phone Stipend
\$70.00/month

*Tablet
Assigned

*Capital Type Equipment Release Form must be completed for all tablets assigned.

Employee Certification:

I certify that I have read and understand the Wireless Communication Device Policy and agree to abide by the requirements described in this document.

Employee Signature

Date

Supervisor Signature

Date

Division Chief Signature

Date