

BOROUGH OF MT. OLIVER

RESOLUTION NO. 783-19

The Mt. Oliver Borough Council resolves to amend its Personnel Policies and Procedures Manual adopted July 15, 2013 by Resolution No. 627-13, by amending Section 14.2.2, Voicemail, Facsimile, & Cellular Devices, and adding Section 14.2.4, Use of Mobile Devices & Borough Electronic Equipment, to read in the form attached hereto.

This Resolution adopted by the Council of the Borough of Mt. Oliver at a duly assembled public meeting held on this 18th day of February, 2019.

ATTEST:

BOROUGH OF MT. OLIVER



Manager

By: 

President, Borough Council

14.2.2 Voice Mail & Facsimile

To the extent applicable, all above policy provisions related to email systems shall apply to voicemail and facsimile owned by the Borough.

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14.2.4. Use of Mobile Devices & Borough Electronic Equipment

The Borough recognizes that many of its employees utilize computers and cellular phones for work, personal communications, safety reasons and for emergency purposes. This policy serves to define and limit the acceptable use of cellular phones or mobile devices, computers, and other electronic devices by Borough employees during working hours.

The term "mobile devices" as used herein refers to any wireless communication device, including but not limited to cellular phones, smart phones and tablet PC's including iPads that can digitally access, download or transmit voice messages, text messages, e-mail, data files or Internet sites.

A. All Electronic Devices

1. Mobile devices and other electronic devices make it possible for communication to occur at any time, and not just during working hours. To the extent possible, work shall be conducted on electronic devices exclusively during working hours. Employees shall not be contacted after work hours unless the contact is necessary for Borough business. Communications shall remain professional. Jokes, cartoons, and pictures shall not be shared using Borough devices.
2. Mobile devices and computers may not be used in any manner that would be discriminatory, harassing, obscene, or for any purpose that is obscene or any other purpose that is illegal. Employees who misuse electronic communication and engage in defamation, discriminations, harassments, or related actions will be subject to discipline up to and including discharge. It is a violation of Borough policy to use any images or materials protected by trademark or copyright in violation of those protections, meaning that no images or materials found online shall be used for Borough or personal purposes without the required permission or authority for use.
3. Employees are prohibited from using any mobile devices or other electronic devices while driving Borough vehicles or operating Borough equipment or while conducting Borough business regardless of who owns the vehicle or equipment. Employees who are charged with traffic violations resulting from the use of their

phones while driving will be solely responsible for all penalties that result from such actions, whether on a Borough issued or personal cellular phone.

4. In order to protect Borough property and infrastructure, employees may not take digital or still photographs or record video footage with personal mobile devices while at the Borough premises or while working at other locations on behalf of the Borough. This prohibition includes the use of a “scan function,” “camera function” or “video recording function” on the cellular telephones (i.e., camera phones or video phones), tablets or personal digital assistants (“PDA”). Camera-equipped or video-equipped devices are strictly prohibited in all restrooms. Employees who are requested by their supervisor to take photographs/videos as part of their work responsibilities are to do so only on Borough-issued devices.

B. Mobile Devices Used for Work

1. Mobile devices issued to any employee by the Borough must be used in accordance with this policy. The use of mobile devices for work purposes is intended to make the employee’s work more efficient and convenient. As such, work mobile devices should not be used for personal calls, texting, accessing the internet for personal purposes, or for playing electronic games.
2. Employees may not allow anyone else to access their work mobile device and must employ at all times, if available, an access password to lock the device, such password to be provided to the Borough Manager.
3. The mobile device, and any work-related information and data generated on, processed by or retained on the device is the property of and only of the Borough. The Borough at all times has the right to inspect or take back the device at any time and for any reason.
4. An employee provided with a Borough-issued device is responsible to ensure that the device is kept safe and secure, at all times. An employee who negligently fails to keep the device safe and secure will be responsible for any costs of replacing it not covered by the Borough’s applicable insurance. Employees are required to immediately report loss of or damage to a Borough issued phone to the Borough Manager.

C. Personal Mobile Devices

1. Employees may not use their personal mobile devices for work purposes without prior authorization from his or her supervisor. If use of a personal mobile device for work is authorized, the Borough bears no responsibility for the purchase, repair, service, connection, plan cost, support maintenance or replacement of the personal device. No data, messages, emails, pictures, videos, files or information of any kind obtained or generated in the course of performing Borough work may be stored in the personal device outside of working hours.

2. The use of personal cellular phones and other electronic devices for non-work purposes during working hours is strictly prohibited unless the employee is on an authorized break and is in an area restricted to employee use only, such as the employee lunch room; or if the employee is away from the Borough premises and not working on behalf of the Borough. While an employee is performing job duties, his/her personal mobile device must be turned off or placed in silent or vibrate mode.

3. Use of a mobile device for non-work purposes must not disrupt or interfere with the workplace or the performance of workplace duties by any employee.