



CITY OF NOVI

Communication Device Usage Agreement

The following employee, by his/her signature, indicates that they have read, understand, and agree to the City of Novi's Communication Device Purchase and Usage Policy that is described on the three pages of this document.

In addition to the terms included in the policy, I agree to pay for any excessive usage based upon routine audits performed by the City.

Employee Full Name: _____ (please print)

Employee Signature: _____

Department: _____

Department Head Authorization: _____

Date: _____

Device phone number: _____ (assigned by I.T. Dept.)

Device type (please circle): Cell phone Blackberry

Device carrier (please circle): Sprint Verizon

CELL PHONES (choose one)

	UNION STAFF	As a user of a City cell phone, I agree to have \$10 per month charged to my taxable earnings for incidental personal use.
	UNION STAFF	As a user of a City cell phone, I agree to have \$_____ per month charged to my taxable earnings for incidental personal use.
	NON-UNION STAFF	As a user of a City cell phone, I agree to have \$10 per month deducted from my pay for incidental personal use.
	NON-UNION STAFF	As a user of a City cell phone, I agree to have \$_____ per month deducted from my pay for incidental personal use.
	UNION OR NON-UNION STAFF	As a user of a City cell phone, I agree to never use the device for personal use (because I have another personal communication device).

BLACKBERRY (choose one)

	UNION STAFF	As a user of a City Blackberry device, I agree to have \$20 per month charged to my taxable earnings for incidental personal use.
	UNION STAFF	As a user of a City Blackberry device, I agree to have \$_____ per month charged to my taxable earnings for incidental personal use.
	NON-UNION STAFF	As a user of a City Blackberry device, I agree to have \$20 per month deducted from my pay for incidental personal use.
	NON-UNION STAFF	As a user of a City Blackberry device, I agree to have \$_____ per month deducted from my pay for incidental personal use.



Communication Device Purchase and Usage Policy

Purpose

The purpose of this policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of wireless data communication devices intended for use with the City of Novi's communication network infrastructure. (Examples: Blackberry, PDA, Cell Phone, and wireless PC cards) This policy addresses the components that make up communication device support:

- All branded and/or licensed handhelds.
- Blackberry Enterprise Server (BES) software.
- Desktop Communication Management Software.
- Wireless voice service(s) associated with devices.
- Any related components of network infrastructure or software used to provide connectivity to the device.
- Any third-party hardware, software, processes, or services used to provide connectivity to City issued communication devices.

The policy applies to any City purchased communication device. Non-City owned assets are not permitted access to the City's network. The goal of this policy is to manage the use of City's resources in a secure and cost effective manner while protecting City systems and data from unauthorized use or exposure. This will provide for both improved communications and efficiencies in operations.

The policy intends to provide compliance with all Federal, State and Internal Revenue Service regulations.

The City of Novi seeks to provide a safe work environment for its employees, and to the extent reasonably possible, to prevent injury to employees and third parties while employees are performing their work activities. Using a communication device while operating any motorized vehicle or other mechanical equipment is prohibited.

Scope

This policy applies to all City of Novi staff that are currently using, or in the future wish to use communication devices to access the City's data and network via wireless means. All Blackberry hardware, software, and/or related components that provide related connectivity and services for the City of Novi's employees will be managed by the Information Technology Department (I.T.). All cellular telephone equipment will be managed by the Finance Department. The installation and/or use of related hardware and/or software components not approved by the Information Technology Department are not allowed. In order to provide reliable and secure email redirection services, the I.T. Department will support and provide access to email via the BES server for Blackberry clients only. Any other form of redirection is not supported or allowed. The usage of the device is to be for work related communications. This policy is design to compliment existing network, Internet, and email policies in place.

Eligible Users

All City of Novi staff requesting a wireless data communication device must go through an application process as approved by the Director/Department Head. The Director/Department Head requesting a device must submit a memorandum outlining the job related need and what level of service is required. It is the responsibility of the Department Head to be attentive to and responsible for the proliferation of these devices. This form and the completed memorandum are to be forwarded to the Director of Information Technology for evaluation. Requests for cellular telephones must be approved by the Department Head and forwarded to the Finance Department.

Below is a list of guidelines that should be met and/or addressed in the memo:

- Senior managers (Leadership Group), where necessary to improve productivity, allow for 24x7 accessibility, and ensure that they are accessible for Emergency Operations Center activity.
- Public Safety positions that are responsible for, at times, unscheduled department operations and support.
- Operational positions that spend a majority of their time in the field yet must still respond to email in a timely matter.
- Cost savings achieved by the elimination of multiple communication devices. (cell phone, pager, etc.)
- Does your existing budget address the cost expenditure? (i.e. Do you have the funding to provide the purchase and ongoing service?)
- Positions and type of service should be reviewed annually.

Personal Usage

All authorized users are reminded that even though the equipment is not intended for personal use, the City recognizes that there may be instances for personal use. The City recognizes the cost/benefit relationship in allowing personal use of the communication equipment as well as requiring staff to itemize all calls. The Internal Revenue Service regulations require that personal use will be considered a taxable benefit. As such cellular phone users will be charged \$10/month and blackberry users will be charged \$20/month for their equipment through a taxable payroll deduction if the phone is to be used for **any** personal use. If an employee agrees to **never** use the City provided communication device for personal use, they may opt-out of the payroll deduction. *However, if personal use appears on the monthly statement, the employee will be charged for the device six months in arrears and moving forward.*

Damages

Normal wear and tear of this type of equipment is expected. The cost of repair or replacement of the equipment due to negligence will be the responsibility of the user.