

Port of Port Angeles

Port Angeles, Washington

Commissioners' Resolution No. 14-1089

A RESOLUTION GOVERNING THE USAGE OF WIRELESS COMMUNICATIONS DEVICES BY PORT PERSONNEL FOR BUSINESS PURPOSES.

WHEREAS, it is recognized that day-to-day operations of the workforce require voice and data communications when Port of Port Angeles Commissioners and employees (hereafter, collectively referred to as "Port Personnel") are away from access to a regular telephone or computer; and

WHEREAS, the Port recognizes that wireless communications devices (hereafter, collectively referred to as "cell phone") are an important and necessary tool while engaged in Port business; and

WHEREAS, it is in the best interest of the Port to establish basic rules and regulations governing the usage of wireless communications devices for legitimate Port business purposes; and

WHEREAS, this resolution is made pursuant to the RCW 42.24.090 and other applicable state laws.

NOW, THEREFORE, BE IT RESOLVED that:

1. Port Owned Cell Phone or Cell Phone Allowance Eligibility:

A. Port Owned Cell Phone: Only Port employees with a legitimate business need will be issued a Port owned cell phone upon written approval by the employee's department head and the Executive Director or his/her designee. A Port Commissioner will be issued a Port owned cell phone upon request.

B. Cell Phone Allowance: Only Port employees with a legitimate business need, who would be eligible for a Port owned cell phone, may request a cell phone allowance. The request for a cell phone allowance must be approved by the employee's department head and the Executive Director or his/her designee. Upon request, a Port Commissioner may receive a cell phone allowance in lieu of a Port owned cell phone.

2. Cell Phone Plan Approval:

A. Voice Plan: All Port Personnel who are approved for a Port owned cell phone or cell phone allowance will have a voice plan through a valid wireless carrier to make voice calls or answer voice calls.

B. Data Plan: Port Personnel who have a legitimate business need to send business emails or connect to the internet will be approved to have a data plan in addition to the voice plan from a valid wireless carrier.

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C. Plan Approval: An employee's department head and the Executive Director or his/her designee must approve all cell phone plan selections by employees. A Commissioner may determine the type of plan that is appropriate to his or her requirements for conducting Port business.

3. Cell Phone Use:

A. Port owned cell phones: Except for incidental personal use, Port owned cell phones are to be used for business purposes only.

B. Personal cell phones: Port Personnel receiving a cell phone allowance and using their cell phone for Port and personal business must keep their personal use of their cell phone to a minimum during working hours.

4. Cell Phone Safety:

Port Personnel operating a moving motor vehicle while on Port business may use his or her cell phone in hands-free mode only. "Hands-free mode" means the use of a cell phone with a speaker phone, headset, or earpiece. This restriction does not apply to Port Personnel operating a moving motor vehicle and using a hand-held cell phone to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property.

5. Cell Phone Allowance and Reimbursement Amounts:

A. Port Personnel approved for a cell phone allowance who currently do not have a personal cell phone will be reimbursed up to 75% of the initial set up costs depending on the type of phone plan (voice or voice and data) approved for the individual.

B. Port Personnel approved for a cell phone allowance will receive a monthly allowance as part of their normal paychecks. The allowance amount will depend on the type of plan (voice or voice and data) approved for the individual. The allowance amount shall not exceed 75% of the cost for the Port to obtain a similar cell phone plan.

C. The Port will reimburse Port Personnel approved for a cell phone allowance the reasonable cost of a protective case and additional chargers used for work every three (3) calendar years.

D. Port Personnel approved for a cell phone allowance will be reimbursed up to 75% of the cost to replace their cell phones every three (3) calendar years if the phone becomes inoperable due to normal wear and tear or if technology changes are beneficial to the Port.

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6. Administration:

The Executive Director or his or her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this Resolution.

ADOPTED this 23rd day of September 2014.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


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