

**754.9 SUBJECT: USE OF EMPLOYEE-OWNED COMPUTER HARDWARE AND SOFTWARE FOR CITY BUSINESS**

:1 OBJECTIVE:

To set forth the policies with regard to the use of employee owned computer hardware, software and peripheral equipment for conducting City business.

:2 AUTHORITY:

This procedure amended by City Council on April 3, 2000, Item 2PPP.

:3 DIRECTION:

Personal Computer Users, Program Managers, Bureau Chiefs, Office Heads, Department Directors.

:4 FUNCTIONS:

With permission from the program manager, employee owned computer hardware, software and peripheral equipment (hereafter, referred to as computer equipment) may be used on the job for the employee's convenience. The City will not require any employee to use their personally owned computer equipment to conduct City business.

A. Use of Employee-Owned Equipment in the Workplace

The immediate supervisor will ensure the employee clearly understands the following policies regarding use of the employee's personal equipment prior to such equipment being brought to the workplace:

1. The equipment is being used at the employee's convenience and is not required by the City. Any benefit received by the City, because of an employee's use of their own equipment, is considered incidental and an unavoidable consequence of convenience received by the employee.
2. Employees will not be reimbursed for use of their computer equipment on behalf of the City.
3. Employees assume all risk associated with bringing their equipment to the workplace, including theft or destruction. The City will not be liable for any loss or damage to the employee's computer equipment.
4. Employees are required to use virus protection software.
5. Employees must use only legally obtained software on their equipment when used at the workplace. Infringement of software copyright will be cause for employee discipline.
6. The City will not maintain or repair non-City owned computer equipment.
7. Employees must use a separate directory or diskettes for City related files.
8. Employees using computer equipment for City business must comply with the Florida Public Records laws and must ensure data is stored, maintained and destroyed in accordance with such laws.
9. The City retains the right to examine/inspect programs and files that may be stored on an employee's computer used in the workplace for compliance with this policy.
10. Employees using their own computer for City business are responsible for ensuring proper backup of City data.

- B. Connecting Non-City Owned Computers By Modem:  
Employees with legitimate business needs may attach a non-City owned computer to the City by modem with permission from their Department Director/Office Head and the Chief Information Officer.
- C. Direct Connection of City Networks and/or Equipment:  
Non-City owned computer equipment will not be directly connected to City networks or equipment without written permission from the Chief Information Officer.
- D. Continuity of Operations:  
Immediate supervisors are responsible for ensuring continuity of operations with regard to employee owned computer equipment. This means:
  - 1. Ensuring the software used for conducting City business is compatible with City standards and data is maintained properly.
  - 2. Ensuring necessary backups are accurately taken on a timely basis and stored with proper protection.
  - 3. Ensuring the employee's job can be conducted without the computer should the current employee leave City employment.

:5 FORMS:  
None.

:6 COMMITTEE RESPONSIBILITIES:  
None.

:7 REFERENCE:  
Procedure adopted by City Council March 20, 1995, Item SS; amended August 31, 1998, Item 3K; amended April 3, 2000, Item 2PPP.

:8 EFFECTIVE DATE:  
This procedure effective April 3, 2000.