

River Valley Child Development Services

Personal Devices Used for Work Procedure

Effective: March 1, 2017

Program Director will make determination for when it is appropriate for employee to use personal device(s) for work. Some examples of need for personal device(s) are extensive travel and mandatory communication outside of regular office hours.

Prior to using a personal device for work, an employee will complete training on this policy as part of the IT training and complete the form linked to this procedure.

All personal devices used for work must be password protected. Equipment Coordinator/ IT Coordinator will be responsible for adding access to work information on personal device.

Program Director will review agreement form with employee annually during ISDP.

PowerPoint training on this policy and procedure will be available on manager page of the website under Program Orientation.

Program Director may make decision to request reimbursement based on individual need.

At exit interview or time of termination, for R&R programs, the Equipment Coordinator or designee will wipe work related information and/or confidential work information from the employee's personal device(s). For all other programs the IT Coordinator will wipe work related information and/or confidential work information from the employee's personal device. In all of these situations, access will be removed from all RVCDS technology and systems.

