





## Administrative Policy

<b>Title: Acceptable Workplace Electronics</b>				
<b>Administered By: Department of Water &amp; Power</b>				
<b>New Policy No.</b>	<b>Issue Date (Last Revised)</b>	<b>Renumber Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
03100.503	11-13-12 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: 11-13-12  
Revised: N/A



# Department of Water & Power POLICY

*SUBJECT:* *Page 1 of 1*

## ***Acceptable Workplace Electronics***

<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Approver:</i>
<i>Department-wide</i>	<i>All DWP positions</i>	<i>November 13, 2012</i>		<i>Jonathan Daly</i>

### **I. Purpose**

To advise Department of Water & Power employees of the personal electronic devices they may utilize in the workplace while on duty.

### **II. Scope**

This policy shall apply to all Department of Water and Power employees.

### **III. Policy**

Division Managers shall have the authority to determine the acceptable electronic devices, which may be utilized by on duty employees in their divisions. These devices may include, but not limited to: cell phones, city issued laptops, city issued cameras, and audio playing devices. Audio playing devices are permitted solely for the use of playing music that is not disruptive or offensive in nature. Music must be played at a low level as to not disrupt operations. Earphones/earbuds are not permitted.

Items not permitted as acceptable workplace electronics include, but are not limited to: personal televisions, personal DVD players, personal cameras, personal laptops and personal Bluetooth (ear piece) devices.

Personal electronics may be utilized during an employees designated break time or lunch hour.

The Department of Water and Power shall have the sole authority to administer items under this policy. The use of personal electronics during business is *always* at the discretion of Department of Water and Power. Abuse of this policy is grounds for revoking the privilege. Management reserves the right to revoke the privilege at any time for any reason. Provisions of this policy may be revoked or modified at any time, without right of appeal. Violation of this policy may be grounds for discipline, up to and including termination of employment.