



★ WILLMAR

City Administrator

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: February 17, 2016

SUBJECT: Working out of Class Policy

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve a Resolution adopting the Working out of Class Policy as on file in the Office of the City Clerk.

BACKGROUND: In the past several years, the City has had to deal with the position vacancy of the City Engineer, City Administrator and the City Senior Accredited Minnesota Assessor (SAMA). The SAMA has been vacant since December of 2014 with the retirement of Pat Erickson. In the case of the City Engineer (Public Works Director) Bruce Peterson, Planning and Development Services Director and now, Assistant City Engineer Curly Wittman helped fill the void by taking on additional responsibility. Post hiring the City Engineer, the two each received six percent of the Engineer’s salary in acknowledgement of that extra responsibility. Most recently, Kevin Halliday assumed the duties of the City Administrator and Halliday was compensated \$24,266 annualized via a unique formula.

The proposed policy would establish a protocol to acknowledge individuals working out of Class. It is proactive in establishing guidelines for compensation for an individual taking on more responsibility rather than dealing with the ambiguity later. The policy is structured to address someone assuming the full responsibilities of a job or a partial assumption of those duties.

FINANCIAL CONSIDERATION: The cost to temporarily fund the absence of a position will vary from position to position. In most cases there can be an overall savings to the City by being absent an employee for a while, but let’s face it not everything will get done absent a body to do the work.

LEGAL: The attached policy has been reviewed by City Labor Attorney Frank Madden.

Department/Responsible Party: Larry Kruse, City Administrator

Reviewed by: Larry Kruse, City Administrator

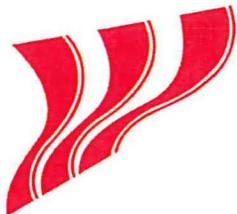
Working Out of Class Policy

Out-of-grade pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive work days or more. The City Administrator or designee reviews the proposed out-of grade request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-grade is the result of a temporarily vacant position. In such a case and for the duration of the out-of-grade assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of grade payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-grade assignment. Employees being considered for an out-of-grade assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive work days or more, the employee is eligible for a partial out-of-grade payment of up to 5% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-grade shall be subject to council approval and supported by a detailed written report prepared by the City Administrator, Human Resources Director, or the employee's immediate supervisor. The report shall identify and quantify the extra out-of-grade duties and responsibilities performed by the employee.

The City Acknowledges that the actions taken granting additional compensation for working out of class does not create a past practice or precedence.



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COUNCIL ACTION REQUEST

DATE: February 17, 2016

SUBJECT: Senior Accredited Minnesota Assessor SAMA Vacancy – Thompson Working out of Class

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

To acknowledge that Certified Minnesota Assessor Judy Thompson has been performing a good portion of the Senior Accredited Minnesota Assessor's duties since December 4, 2014 and to provide additional compensation equal to 10% of the base salary of SAMA's position retroactive to the date of vacancy. If the SAMA compensation is changed, the compensation will be 10% of new rate retroactive to January 1, 2016. The City acknowledges this action is not a past practice and does not set a precedent for future vacancies.

BACKGROUND: Senior Accredited Minnesota Assessor Pat Erickson retired on December 4, 2014. Since that time the City has advertised and has not been able to attract a candidate for the position primarily due to the lack of a competitive salary. In the absence of Ms. Erickson, the City has contracted with Steve Behrenbrinker a Senior Accredited Minnesota Assessor (SAMA) who is a designated assessor to manage the commercial and industrial portions of the job. Judy Thompson, under the supervision of City Clerk-Treasurer Kevin Halliday has assumed the role of managing the residential assessing portfolio and the assessing office. Thompson is a Minnesota Certified Assessor with Income Qualified Designation. Although Thompson does not have the full SAMA designation, she is one step below that.

FINANCIAL CONSIDERATION: The SAMA's Assessor's base salary (Minimum) is \$ 53,391 per year. The retroactive pay through December 31, 2015 is proposed to be \$ 5,630.92. The retroactive pay through March 1, 2016 is estimated to be \$ 1,048.56. The additional compensation going forward until the position is filled will be \$ 2.57 per hour, paid on through regular bi-weekly payroll.

LEGAL: The above action was reviewed by City Labor Attorney Frank Madden and no issues were identified with the proposed compensation.

Department/Responsible Party: Larry Kruse, City Administrator

Reviewed by: Larry Kruse, City Administrator

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101 South Fairfax Avenue
Sioux Falls, SD 57103
Phone: 605.251.5898

January 21, 2016

Kevin Halliday
City Clerk
City of Willmar
333 6th St SW
Willmar, MN 56210

Mr. Halliday:

The Union has been made aware that discussions are taking place regarding retro pay and compensation moving forward for the additional duties Judy Thompson has been delegated since the City Assessor vacancy occurred in December of 2014.

As the Exclusive Representative for the bargaining unit, AFSCME is trying to clarify if this is a re-grade for Judy's position or a stipend of some sort. Having not been a part of discussions we do not want to assume. It is AFSCME's position that the out of class work Judy has been assigned is worthy at minimum of a 12% – 15% adjustment. Further discussion is required as to what grade this would land on if this is not a stipend of some sort.

Sincerely,

Serena Vergin, Associate Director
AFSCME Council 65
118 Central Ave
Nashwauk, MN 55769
218-885-3242 Ext 113
320-808-5761

CC: Larry Kruse, City Administrator
Luke Langner, Local 559

AFSCME
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

**WILLMAR****City Administrator**

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COUNCIL ACTION REQUEST

DATE: February 20, 2016

SUBJECT: Springsted Classification and Compensation Study

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

To authorize the City Administrator to enter into an agreement with Springsted, Inc. to conduct a Compensation Study of 19 unrepresented employees.

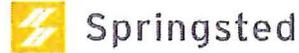
BACKGROUND: In 2013, the City considered proposals to complete a classification and compensation study of all of its employees. In recent years the City has been unable to fill a number of positions including the Assessor, Waste Water Supervisor and City Engineer. It is proposed the City try and seek a settlement of the Supervisors and Confidential Employees Unit starting with an internal survey. The City may or may not reach agreement with the bargaining unit for which this study would provide guidance on the matter. Regardless, the City should seek a study to understand how its compensation fairs in the market.

In January of 2017, the City will need to again evaluate and report on our Pay Equity, and this study can be helpful to insure the City is in compliance with the Minnesota Pay Equity Act.

FINANCIAL CONSIDERATION: The cost of the study would be \$4,275 plus expenses not to exceed \$1,000.

LEGAL: City Labor Attorney Frank Madden has been consulted on this matter and supports the effort, however recommends allowing adequate time to complete the work.

Department/Responsible Party: Larry Kruse, City Administrator



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

February 18, 2016

Mr. Larry Kruse
City Administrator
City of Willmar
333 SW 6th Street
P.O. Box 755
Willmar, Minnesota 56201

Re: Proposal to Conduct a Compensation Study

Dear Mr. Kruse:

Springsted Incorporated is pleased to submit our work plan to conduct a compensation study of the City's non-represented positions.

Our firm has assisted numerous jurisdictions in the Midwest and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of topics. Springsted has the staff, facilities and expertise in assisting and advising local governments on critical and important human resources issues. Our vast experience in the areas of human resources administration will be an advantage to your organization.

We look forward to working with the City of Willmar and its employees on this important project.

Respectfully submitted,

Ann S. Antonsen

Ann S. Antonsen, Vice President
Consultant

Work Plan

Classification and Compensation Study

Springsted will assist the City in conducting a market survey and developing recommendations for a compensation system for the City's non-represented positions which meets the goals established by the City and that can be maintained by the City. The system Springsted will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Provide a strategic plan for implementation and provide for ongoing maintenance in accordance with best practices
- Comply with the State of Minnesota Local Government Pay Equity Act

Project Initiation. The Springsted Project Director will meet with the City's designated project manager and/or team for this project (either in person or via conference call) and other appropriate personnel to establish working relationships and to finalize a comprehensive work plan and timetable. At this meeting, we will request that the project manager provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the City's personnel policies and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities. The purpose of the meeting is to:

- a. Introduce the Project Director and the consulting team
- b. Discuss the background and experience of Springsted and the consulting team
- c. Discuss, in detail, the methodology to be used in conducting the study; the role of the consulting team and management
- d. Ascertain the major issues the City wants the study to address
- e. Review the project schedule and determine significant milestones
- f. Determine the frequency and content of status reports
- g. Discuss methods of communicating the status of the study to employees

Market Survey. In order to determine appropriate salary levels of positions included in the study and to address the issue of comparable compensation, Springsted will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of the City's total compensation package can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with City management, elected officials and designated staff in identifying the appropriate comparables. Springsted will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City of Willmar, relate to those organizations with which the City is competing for employees and represents the appropriate labor market.

City of Willmar, Minnesota
February 18, 2016
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There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the staff in determining the appropriate labor market for positions.

Development of Compensation Plan and Implementation Options. Based on the market wage and benefits data analysis and the City's current job evaluation system, Springsted will propose revisions to the City's compensation plan or develop a new plan for the City's non-represented positions. The compensation plan will be developed or revised in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. The proposed plan will incorporate market conditions, recognize the tenure of current employees and coordinate with the City's represented positions. Springsted will review options with the City to address the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market and that the plan is internally equitable.

Springsted will propose a plan to implement the study recommendations that coincide with the financial and budgetary requirements of the City of Willmar and the needs of employees. Estimates of the cost of implementation will be provided.

Timeline

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study for the City of Willmar. Springsted is prepared to initiate the study within three (3) weeks after receiving the official notice to proceed, and will complete the study within three (3) months after project initiation.

There are factors that impact meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data from the survey participants when requested, the availability of employees to complete position analysis questionnaires and participate in interviews and the timely receipt of feedback and comments on the submitted preliminary data.

Cost

Springsted Incorporated will perform the tasks as outlined in this work plan for the professional fee of \$4,275. This fee includes 19 positions.

In addition to the professional fees, Springsted would bill the City for out-of-pocket expenses such as travel, copying etc. in an amount not to exceed \$1,000.

Springsted is willing to work with the City to modify the work plan to meet the City's needs and budget. If the City decides to modify the proposed work plan, Springsted will adjust the proposed fee appropriately.



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COUNCIL ACTION REQUEST

DATE: February 17, 2016

SUBJECT: Clerk, Building Permit Technician Megan Feikema Pay Grade Change

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

To acknowledge that the City required Clerk/Secretary Megan Feikema to obtain additional education and training to become a certified Building Permit Technician and to increase her pay grade from 4 to 5.

BACKGROUND: In 2008, Feikema attended the required training and passed the examination to become certified as a Building Permit Technician. On 07/06/2006 and again on 5/23/07, the in-house compensation committee reviewed the revised position description using the Hewitt Plan. That review resulted in the position's points being increased to 201, showing the value of certification to the position score. With certification, Ms. Feikema is authorized to conduct plan reviews and issue permits for projects such as sheds, decks, and garages. This is in addition to her clerical responsibilities and work administering the rental housing inspection/registration program. Her authority to issue permits allows the Building Inspector and Building Official to focus on the more detailed residential, commercial/industrial, and institutional permits.

FINANCIAL CONSIDERATION: Under the terms of the 2016/2017 preliminary contract with AFSCME Council No. 65, Local 559- General Unit, Ms. Feikema is on step 9 of Grade 4 and receives \$20.57 per hour. The increased step would have her at step 7 of Grade 5 and receiving \$21.43 per hour.

LEGAL: N/A

Department/Responsible Party: Bruce Peterson, Planning and Development Services Director

Reviewed by: Larry Kruse, City Administrator

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101 South Fairfax Avenue
Sioux Falls, SD 57103
Phone: 605.251.5898

January 7, 2015

Bruce Peterson
Planning and Development Director
City of Willmar
333 6th St SW
Willmar, MN 56210

Mr. Peterson:

The Union has been made aware that the Clerk/Permit Technician position which you oversee was recommended for reclassification due to employer-mandated higher education requirements back in 2007. It does not appear that such an adjustment was ever actually implemented. We are working to finalize the proper titles and grades of all positions within the collective bargaining agreement and want to make sure we have this properly listed, as well as proper compensation being given for the employee in that position currently.

If this is something that needs to be communicated to payroll we ask for you to do that as soon as possible. Thank you for your assistance in this matter.

Serena Vergin, Associate Director
AFSCME Council 65
118 Central Ave
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COUNCIL ACTION REQUEST

DATE: February 17, 2016

SUBJECT: Technology Use Policy

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve adopting the Technology Use Policy as on file in the Office of the City Clerk.

BACKGROUND: The current Technology Policy was adopted in 2003 and is outdated. Given the new technology that the City has implemented a complete rewrite of the policy has been done. In 2015 the City Council considered adopting a comprehensive policy for all technology including desktop computers, laptops, portable devices and software usage. The policy was tabled pending language clarification. The policy has since been revised by staff and the City Attorney reflecting the changes requested by the Council. The policy will apply to both the City Council and employees.

FINANCIAL CONSIDERATION: Current IRS regulations consider incidental personal use of a business device or cell phone by an employee as a non-taxable event. Also the State Auditor and State Attorney General know of no authority for a municipality to reimburse employees for business use of a personal device or cell phone.

LEGAL: The attached policy has been reviewed by City Attorney Robert Scott.

Department/Responsible Party: Ross Smeby, IT Coordinator

Reviewed by: Larry Kruse, City Administrator



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY

11
DRAFT POLICY

DATE ISSUED:

REVISED: 2016-2-16

City of Willmar Technology Use Policy

Section I. Purpose and Scope

This document serves to protect the security and integrity of the city's electronic communication and information systems by educating its employees and officials about appropriate and safe use of available technology resources. In doing so, it provides guidelines and understanding of what is acceptable and unacceptable behavior pertaining to the use of technology, technology related accessories, computer stored or generated information, and software. This document is not only intended to assist the city in protecting its assets, but also to protect the privacy rights of its employees and officials, manage city resources, and to protect the rights of third parties to get appropriate access to statutory information consistent with data practice laws.

This policy is to be adhered to by all users (including full time, part time, temporary employees, elected and appointed officials, vendors, consultants, volunteers, interns and others) who have access to or use City of Willmar technology resources, both on and off city property.

The city intends to honor these policies, but reserves the right to change them at any time with such prior notices, if any, as may be reasonable under the circumstances.

Section II. Expectation of Privacy

The city reserves the right to inspect or monitor any data, e-mail, files, settings or any other aspect of city-owned equipment or a related system at any time, including data created for personal use.

Section III. Personal Use

Recognizing that employees and other authorized users may improve their proficiency from practice on the computer, and that some personal use of city-owned computers will occur, users may operate the computers for personal use according to the following guidelines:

- Only city-authorized users may use city-owned equipment. Non-city users (such as authorized users' family or friends) are not allowed to use city equipment or technology resources.
- Employee users' personal use must take place off-duty (breaks, lunch, before or after work) and should never preempt work use.



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- Reasonable use of city e-mail systems for personal correspondence is allowable, provided it does not interfere with a user's normal work and is consistent with all provisions in this policy. All users should exercise good judgment regarding the reasonableness of personal use. Personal messages are subject to the same conditions and policies as all city e-mail.
- Reasonable use of the city's access to the Internet for personal reasons is allowable, provided it does not interfere with an employee user's normal work and is consistent with all provisions in this policy.
- Users are not allowed to use or connect personal peripheral tools or equipment (such as digital cameras, cell phones, flash drives and wireless routers) to city-owned systems, without prior Information Systems department approval. Connection of such devices without authorization could result in confiscation of the device and possible disciplinary action.
- Personal files and electronic data may be stored on users' network home folder, providing the total size of all personal files does not exceed 50 MB. Files in this capacity may not be backed up by the Information Systems department network backup. The Information Systems department retains the right to remove any personal files upon notification to the user, unless the files pose a direct data security risk, in which case such files are subject to immediate removal without notice.
- Use of city equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the city clerk or administrator to be inconsistent with city activities is not allowed.
- All items made with the use of city owned equipment or technology or items stored on city-owned equipment or technology is considered to be property of the city.
- Any personal use which adversely affects the city or results in damage or theft of any city equipment or technology could result in disciplinary action and loss of privileges to use the city's technology.
- Connection of personal items to the city's wireless network will be done only with the permission of the Information Systems Coordinator. The IS Department retains the right to remove items from the city's wireless network at any time.

Section IV. Software and Hardware

In general, all software and hardware required for an employee user to perform his or her job functions will be provided by the city. All requests for new equipment or software must go through the employee's appropriate supervisor before the Information Systems Department.

All users are responsible for the proper use and care of City-owned computer equipment and other hardware. City-owned hardware must be secured while off city premises; city-owned hardware shall not be left in an unlocked vehicle or unattended at



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any offsite facility. City-owned hardware should not be exposed to extreme heat, cold or humidity, and if it is it should be allowed to achieve normal room temperature and humidity before being turned on.

All users of city-owned technology equipment must abide by the license agreements that govern the use of each software application. The Information Systems (IS) staff will hold the original master program and its documentation for all authorized software. Authorized software includes any business application software purchased or used by the city. Any software purchases, including standard software purchases, need to be approved and recorded by IS staff.

The IS department, in coordination with all other departments, has decided upon software standards. The IS department maintains this list and holds the original master programs and documentation for all authorized software. This software is the only software which can be installed on city-owned equipment.

Unapproved software, devices, hardware or downloads (free or otherwise), that have not been specifically approved by the IS department may compromise the integrity of the city's computer systems and are prohibited.

Also, software purchased for one's home computer or pirated software cannot be present on any city-owned equipment.

The IS department may take random inventories throughout the year and, without notice, remove any unauthorized program, software, equipment, downloads, hardware or other resources from city-owned equipment.

Users are expected to respect all city-owned technology and related equipment. Any misuse by users could result in disciplinary actions. Misuse includes, but is not limited to:

- Intentional deletion of files in an effort to disrupt city processes.
- Intentional insertion of a virus, spyware or similar related program to disrupt city processes.
- Attempts to access a system you are not assigned or authorized to use.
- Causing malfunction or damage by using physical force.
- Use or installation of unauthorized software or hardware.
- Attaching any personal hardware to the city's network.
- Installation of any unapproved software on the city's technology equipment.
- Unapproved installation of any city owned software on a personal device.
- Any intentional actions designed to damage or create unwanted activity on any city owned technology device or system.



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TITLE: TECHNOLOGY USE POLICY

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Users are not allowed to purchase, deploy, use or implement any technology related software or hardware without approval of the Information Systems Department. Any unapproved technology related software or hardware will be removed and confiscated by the Information Systems Department.

Section V. Electronic Mail (e-mail)

The city provides employees with an e-mail address for work-related use, and provides elected officials with an e-mail address for use in fulfilling their public responsibilities. Any e-mail sent or received, whether related to city-business or personal, may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed in Section II. E-mail which constitutes a public record needs to be kept in accordance with Section VI and X.

The following policies relate to all e-mails:

- Do not correspond by e-mail regarding confidential communications. E-mail can be read in transit. This type of information would include, but is not limited to, passwords, social security numbers and credit card or bank account information.
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it, if possible, and do not respond to unknown senders.
- Do not use harassing language. This includes sexually offensive, insensitive or derogatory material.
- Any malicious, junk, spam or unwanted emails must be reported to the IS Department.
- Any official city business should occur with the city issued email account and not with a personal account.

Section VI. Storing and Transferring Documents and Data

All city business should be conducted only on city-owned or authorized equipment. No material should be stored which may be illegal, could cause damage or is considered unethical. When possible, all created files should reside on a network server. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of city business should be deleted as soon as possible and should not be retained by users for more than one month. The city may use automatic deletion and other policies to enforce this standard.
- E-mail and documents which constitute an official record of city business must be kept in accordance with all records retention requirements.

The IS Department may enforce a data storage limit on email and file servers for individual users.



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If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with your supervisor or the City Clerk.

All data will be retained in accordance with Municipal, State and Federal data practice laws and procedures.

Transfer of Data

Transferring data and documents between computer systems may require information to be stored on a CD, DVD, flash drive, or other storage media. Only city-approved and provided media can be used for data transfer.

Section VII. Internet

The city provides internet access to employees and other authorized users for work on city business. Employees may use this access for work-related matters in a professional manner. Occasional personal use of the Internet is acceptable within the bounds of Section III.

The following considerations apply to all uses of the internet:

- There is no quality control on the internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Users may not at any time access inappropriate sites. This includes sites which are engaging in illegal activity, unethical, or harmful to the company. Sites which are sexually explicit or material advocating intolerance of other people, races or religions are also included.
- Any software or files downloaded from the internet must meet the additional requirements described within this document.
- Applications which are bandwidth intensive, such as web radios or web TV or other streaming services may be limited by the IS Department at any time.
- As stated in Section III, Internet use may be monitored at any time without prior notice.
- The IS Department and City Administrator reserve the right to block any internet sites.

Section VIII. Passwords and Physical Security

Users are responsible for maintaining computer passwords. Standards for passwords are enforced by the IS Department and are stated in the Password Policy maintained by this department. Users are expected to use a password which meets the requirements of the Password Policy on all related hardware and software.



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Some equipment and software will not allow passwords which meet the Password Policy. In these events an exception will be made and the IS Department must be notified.

Section IX. Violation of Policy

Employee violations of this policy may result in disciplinary action. All users should report any violations of this policy to the appropriate city official.

Section X. Archive and Retention Policy

Every user is responsible for following the Data Practice Procedures and Guidelines adopted by the city. The City Administrator is responsible for this document.

Section XI. Tablet Use and Handling

Tablets are intended to assist in the efficient performance of official duties. This may include enhancing meeting workflow, reducing use of paper, improve efficiency or improve timeliness of communication.

The IS Department will be responsible for issuing tablet computers, charging cable, and any other accessories that are deemed necessary to city employees and/or elected officials. These items shall at all times remain city property and be returned immediately upon request.

Any accessory desired by an individual for their tablet must be approved by the Information Systems Department. The Information Systems Coordinator will determine if the accessory is to be purchased by the city or the individual.

Each individual is responsible for the general care of the tablet device and all accessories. Below are guidelines to maintain this care:

- No writing, drawing, stickers or labels may be applied to the tablet.
- Only a clean, soft cloth should be used to clean the screen.
- The tablet must remain in its protective case, if provided.
- Do not lean or place anything on the screen that may cause damage.
- When not in use, store in a secure location.
- Immediately report lost, stolen, malfunctioning or damaged devices to the IS department.
- Consult with the IS Department prior to connecting the tablet to any computer.

The city will be responsible for repairing tablets that have malfunctioned. Accidental damage will be repaired by the city once with the cost borne by the city. Any cost associated with repairing additional accidental damage shall be covered by the individual to whom the device was assigned. Any costs related to damage from misuse or neglect shall be the responsibility of the individual to which the device was assigned.



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City-issued devices are intended for professional use. The city does not maintain loaner devices, so individuals will be responsible for conducting meetings without a device in the event of a lost, misplaced or damaged device.

- Devices shall be maintained in a suitably charged state during work hours.
- Inappropriate media may not present on the device.
- Any city information should be stored using the city-designated online storage technology.
- Information stored on the device could be classified as public, private, or other data and is governed by Minnesota Statute Chapter 13 and must be treated accordingly.
- Information stored on the device should be retained according to the records retention schedule.
- Elected or appointed officials and city staff may not use e-mail or other messaging software/applications during the course of any public meeting, and shall otherwise limit device use during public meetings to accessing the agenda and related materials compiled by staff for such meeting.

City-issued devices may be taken home, provided the use is consistent with this policy. Failure to adhere to this policy shall result in the revocation of such privileges.

- Only the authorized user should use the device. If others use the device, the signed individual is still responsible for the device.
- Devices may be connected to non-city wireless networks.
- City staff is not responsible for home network use or support.
- Personally-owned music, games and apps may only be present on city-issued devices when using a personal account (ex. Apple ID).
- All software installed by the city must remain on the device.
- Storage space for city activities takes precedence over personal items.
- City staff is not responsible for personal related content. This content may be removed at any time.
- At no time can the device be used for political campaign purposes.
- It is the policy of the city to maintain the right to access and disclose any and all messages communicated through electronic means when city issued equipment is used. Regardless of the intent of the message (business or personal), any user involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when using city-issued equipment.

The city will need to provide occasional maintenance on the devices. When requested, each user will need to return the device to the IS department.

A user shall return the device and all accessories to the IS department in good condition (reasonable wear and tear excepted) when either their term in office is up, or they are no longer employed or otherwise authorized to use the technology by the city.


INFORMATION SYSTEMS
POLICY
TITLE: TECHNOLOGY USE POLICY
DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY
Section XII. Cell Phones

The City Administrator or appropriate Department Head may approve the provision of a city-owned cell phone and appropriate service plan to an employee if the following criteria are met:

1. The position requires a significant time be spent working away from an existing workstation with phone service;
2. The position requires frequent contact with internal personnel or external contacts;
3. There is not an efficient alternative means of communication, such as a radio or pager; and
4. The use of a mobile phone increases the potential for an employee within a critical position to be more efficient and proficient with his/her work.

City-owned mobile phones provided to employees must be used in accordance with the following guidelines:

1. The phones will be used for business purposes necessary for completing job responsibilities;
2. The employee shall be responsible for notifying the city's Information Systems Department of personal use that exceeds the phone service plan allowance and reimbursing the city for any resulting overage charges.
3. The city-owned device and phone number will remain city property.
4. City-owned smartphones are considered property of the city and they must be used in accordance with this policy.
5. Use of city-owned and issued mobile phones shall be in conformance with all other policies and procedures of the city.
6. Employees should conduct city business only on a city owned device and not a personal device.
7. Occasional personal use may be necessary and is permitted, provided that that such personal use does not exceed the data or minutes for the individual device plan and does not increase the cost of the city's mobile phone service plan.

Section XIII. Cell Use and Handling

Cell phones are intended to assist in the efficient performance of official duties. This may include enhancing meeting workflow, reducing use of paper, improve efficiency or improve timeliness of communication.

The IS Department will be responsible for issuing cell phones, charging cable, and any other accessories that are deemed necessary. These items shall at all times remain city property and be returned immediately upon request.



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY

Any accessory desired by an individual for their phone must be approved by the Information Systems Department. The Information Systems Coordinator will determine if the accessory is to be purchased by the city or the individual.

Each individual is responsible for the general care of the device and all accessories.

The city will be responsible for repairing or replacing cell phones that have malfunctioned. Accidental damage will be repaired by the city once with the cost borne by the city. Any cost associated with repairing additional accidental damage shall be covered by the individual to whom the device was assigned. Any costs related to damage from misuse or neglect shall be the responsibility of the individual to which the device was assigned.

Cell Phone Guidelines

- City-provided cell phones are intended for use for official business only.
- Devices shall be maintained in a suitably charged state during work hours.
- Inappropriate media may not be present on the device.
- Information stored on the device could be classified as public, private, or other data and is governed by Minnesota Statute Chapter 13 and must be treated accordingly.
- Information stored on the device should be retained according to the records retention schedule.
- All employees are discouraged from using a mobile device to make a phone call while operating a motor vehicle in the conduct of City business, except for the purpose of making a phone call to obtain or render emergency assistance. Additionally, all employees are reminded that the use of a mobile device for non-telephone communication (e.g. texting) is illegal in Minnesota while operating a motor vehicle.

City-issued devices may be taken home, provided the use is consistent with this policy. Failure to adhere to the policy shall result in the revocation of such privileges.

- Only the individual should use the device. If others use the device, the signed individual is still responsible for the device.
- Devices may be connected to non-city wireless networks.
- All software installed by the city must remain on the device.
- Storage space for city activities takes precedence over personal items.
- City staff is not responsible for personal related content. This content may be removed at any time.
- At no time can the device be used for political campaign purposes.
- It is the policy of the city to maintain the right to access and disclose any and all messages communicated through electronic means when city issued equipment

**INFORMATION SYSTEMS****POLICY***TITLE: TECHNOLOGY USE POLICY**DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY*

is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when using city-issued equipment.

The city will need to provide occasional maintenance on the devices. When requested, each individual will need to return the device to the IS department.

An individuals shall return the device and all accessories to the IS department in good condition (reasonable wear and tear excepted) when they are no longer employed by the city.