



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

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COUNCIL AND EMPLOYEE PORTABLE COMPUTER DISTRIBUTION POLICY

Purpose

The purpose of the policy on Council and Employee portable computer distribution is to clarify and expand on the protocol and procedures of portable computers provided to Council and Employees by the Rural Municipality of St. Andrews, being as they are pertinent to the role and responsibility of each Council member and specific staff positions. In addition, the purpose of this policy is to outline and set a guideline for the transfer of portable computers during a change in elected Council or a change of Staff Member.

Definitions

Portable Computer: refers to any device that is portable, compact, and suitable for travelling, and achieves the same capabilities as a desktop computer.

Policy

- 1) The Municipality shall be authorized to provide portable computers to each Council Member due to each position's responsibilities and duties.
- 2) The Municipality shall be authorized to provide portable computers to each of the following Employee positions:
 - a. Chief Administrative Officer
 - b. Assistant Chief Administrative Officer
 - c. Director of Public Operations
 - d. Recreation Director
 - e. Mechanic
 - f. All Council Members
- 3) Portable computers will be purchased by the Municipality and as such, are considered property of the Municipality and will be used for business purposes only.

- 4) In order to protect and retain restricted information, confidentiality and the best interests of the Municipality, portable computers will not be bought out by Council Members upon their resignation or leave of office, unless an agreement is made between the Chief Administrative Officer and Council through resolution.
- 5) Administration will provide Council Members and Employees with a replacement portable computer in the circumstance that their portable computer becomes unusable, broken, lost, stolen, or water damaged.
- 6) If a replacement portable computer is required, the new portable computer purchased will be the same model as the previous, unless this model is no longer available or in existence.
- 7) In the event a portable computer must change hands from one Council member or Employee to another the portable computer will:
 - a. first be wiped of all previous data and information that is not integral to the new owner and;
 - b. be assigned a new e-mail address, if applicable, that is connected to the Rural Municipality of St. Andrews' server.
- 8) Members of Council and Employees will use their assigned e-mail address to correspond with coworkers, residents and third parties on matters related to Municipality, including staff/employee matters, and will refrain from using a personal e-mail to complete this said task.

Procedures

- 1) Upon Council's inauguration to office Administration will distribute portable computers to all new Council Members. Any portable computer that is being used by an existing Council Member will be retained by the said Council Member. In turn, any portable computer that is being used by a defeated incumbent will be handed over to the Chief Administrative Officer.
- 2) If an agreement is made for a portable computer buy out, the portable computer must first be wiped of all data and information that is considered confidential to the municipality by a trusted information technologist.
- 3) The above Employee positions will receive a portable computer at the discretion of the Chief Administrative Officer. In turn, any portable computer under the care of an Employee will be handed over to the Chief Administrative Officer upon resignation, termination, leave of absence, long term disability, or, in the circumstance that the C.A.O. has reason to believe the portable computer is no longer essential or being used for the said position.