

 PORT of OLYMPIA POLICIES & PROCEDURES MANUAL			
Section:	700 USE OF PORT RESOURCES	Revision Date:	1/2026
Policy:	CELL PHONE USAGE / TELECOMMUNICATIONS	Policy No.	703
Approver:	EXECUTIVE DIRECTOR	Resolution	No

POLICY: The Port of Olympia acquires cellular telephones for the purpose of conducting Port business. The primary purpose of issuing employees a Port-owned cell phone is to meet network security requirements and standards. ~~and must involve only a small percentage of employees' overall use of the cell phone as The Port of Olympia provides for a monthly cellular phone stipend to allow for efficient and cost-effective execution of Port business for employees who prefer to use their personal cell phone in lieu of a Port issued cell phone.~~

PROCEDURE:

Port Owned Cell Phones

1. The Port will purchase and issue a cellular phone for all employees ~~as requested~~. The cellular phone is to be used for Port purposes.
2. Incidental personal use (de minimis) of cell phones is authorized only where necessary as defined in policy 0704 Electronic Mail and Internet Use.. They are not to process or store any personal content or applications.
3. All Port employees are required to carry a port-issued cellular phone during their working hours. Work cell phones are not to be carried during any leave time. Any expectations of carrying a cell phone between those two are left to the discretion of the employee and their supervisor.. ~~If the directors choose not to carry a Port phone, a personal phone must be made available for Port usage in order to reach the director at all times.~~
4. All Port-owned cellular phones will be, and must stay, enrolled in the Port's mobile device management (MDM) system. Personal cellular phones will not be able to access Port resources once an employee is provided with a Port cell phone.
5. Cellular phones will utilize Port accounts for any phone manufacturer accounts. Using personal accounts for any software installed will not be allowed.
6. The cellular phone model, plan & protective equipment provided will be determined per the Hardware Technical Requirements standards, as determined by IT.

Port Owned Desk Phones

1. The Port will not provide a desk phone for any new employees hired after 9/1/25.
2. Existing desk phones, outside of phones determined to be of necessity to the Port's lines of business, will be sunset by June 2027. To replace these phones, staff will be provided a Port cell phone. All Port-related phone calls should then be directed to the cell phone via updates in e-mail signatures. This is to move the Port towards providing a modern communication standard.

Port Owned Tablets

Port-owned tablets are also subject to this policy and treated like Port-owned cell phones.

Use of Personal Cell Phones for Port Business

The Port will not provide a stipend ~~At the department director's discretion employees who would otherwise be provided with a Port owned cellular phone can request to receive a monthly stipend~~ for using their personal cellular phone for Port business. Any staff member with a current cell phone stipend will be eligible to receive that stipend until Jan 1st, 2027. All Port business must be completed with Port provided cellular phones by that date. ~~The amount of the monthly stipend is \$35.00.~~

~~Employees using this option must execute a Monthly Cellular Phone Stipend Agreement to be submitted to the department Director for approval and then forwarded to the Director of Enterprise Services and the Payroll Administrator. The monthly stipend process is administered and overseen by the Director of Enterprise Services.~~

~~The stipend will be effective on either the 1st or the 16th of the initial month. Employees will receive the monthly stipend amount in their month end paycheck.~~

Public records include any information documenting Port business, like any work conducted on a personal device, if the information being created meets the definition of a public record, it should be preserved just like any other public record. It is possible that a public records request could be submitted which may require review and disclosure of an employee's personal cell phone records regarding such Port of Olympia business.

~~Under this option, employees must make their personal cell phone number available to staff. However, it is not required that this number be released to the public.~~

Safety

An overarching concern of the Port of Olympia is the personal safety of employees and the public at large. Therefore, employees should always use proper safety procedures when using a cell phone, especially when operating equipment, driving on Port business, or performing similar duties.

Port employees should not use a cell phone while operating a motor vehicle in the conduct of Port business, except for the purpose of obtaining or rendering emergency assistance or other exceptions under State Law. ~~Texting on a cell phone while driving is prohibited in accordance with State Law.~~