



ELECTRONIC ORGANIZERS

POLICY

In keeping with the City Council Goal to “. . . increase the utilization of technology . . .” and the management team goal to further develop information technology tools, electronic organizers shall be furnished to City Council Members and designated City employees to assist them in performing their various City functions. The unit furnished will be a standard unit selected by the City. The standard unit may change from time to time.

The electronic organizer is to be used for City business with the City’s understanding that use of the various applications may also include personal information with the employee exercising her/his best judgement in how it is used, similar to use of standard calendars and Day Timers. The City’s policy on use of City equipment, as contained in CMD 116, should be referred to as a guide.

Because the use of the electronic organizer is also personal in nature and because the technology for this type of device changes rapidly, ownership of the electronic organizer shall transfer to the Council Member/designated employee 24 months after issuance. The Council Member/designated employee will continue to use the device for City business after ownership has been transferred.

PROCEDURE

1. Electronic organizers will be furnished to designated employees/Council members.
2. The electronic organizer will be amortized in 24 months from the date it is issued. The ownership will transfer to the employee/Council member at the end of the 24-month period; however, the employee shall continue to use it for City business.
3. If the employee/Council member leaves the service of the City prior to the 24-month amortization period expiring, they may purchase the electronic organizer for a pro-rated amount based on 1/24 of the City’s purchase price for each month remaining.
4. The software system/license furnished by the City to interface with Groupwise shall remain with the City.



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5. If the employee/Council member determines that the electronic organizer does not work for her/him, the unit shall be returned to the City Manager's Office for reassignment.

Reference:

City Policy established 11/16/99