NEVADA DEPARTMENT OF AGRICULTURE
TELEPHONE USE POLICY
POLICY #AG-2-ADM-2

PURPOSE:

The purpose of this policy is to promote the responsible use of telephones and wireless communications devices, and to provide guidance for the use of such devices.

While the Department provides telephones and wireless communications devices, and permits the purchase of wireless service to further the Department's mission, it also desires that use of these devices be cost-effective and properly managed. This policy details responsibilities of employees with regard to use of telephones and wireless communications devices.

POLICY:

The Department provides telephone and wireless communications services for staff in support of mission-related activities and promotes the cost-effective, appropriate and secure use of those devices.

SCOPE:

This policy applies to all employees of the Department of Agriculture.

REFERENCES:

NRS 281.121, NRS 289.800, NRS 608.165, SAM 1614, SAM 1616 and in accordance with State Budget Procedures,

PROCEDURES:

1. Overview

The primary use of the State telecommunication equipment and services is to be for official business and to support the Department's mission.

Telecommunication systems are state resources and must be used and managed in the most responsible and cost effective manner and always in the best interest of the State.

All employees are responsible for the proper and professional use of State telecommunications systems and to adhering to all policies, standards, and guidelines for their use.

Employees should always use telephone directories or Internet directory web sites to determine business-related telephone numbers rather than calling fee-based directory assistance operators.

2. Office or Landline Telephone Set Up, Updates, or Service

Employees should contact the Department of Agriculture's Technology Administration office for landline telephone setup, updates or service requests. This office will be the single point of contact for these requests, and will be responsible for combining and coordinating with Enterprise Information Technology Services (EITS) for the requests to minimize the number of service calls.

3. Cellular Telephones

State owned cellular telephone and services are Department resources and will be made available when there is a justified business need.

Division Administrators will determine if an employee needs a state sponsored cellular telephone and will determine which special options and non-base features are needed as well. For new employees the Division Administrator will include the need for a cellular telephone on the New Employee Technology Requisition Form, and must provide the justification for the device. The Accounting Assistant III in the Administration Division orders and tracks the Department's cell phones.
The Director and Deputy Directors are pre-justified for cellular telephones and service. The Deputy Director will determine the need for cellular telephones for the Division Administrators.

Staff can research state cell phone plans on the State Purchasing site. Employees with cellular telephones will not exceed the monthly cost of the wireless service plan. Roaming charges will be avoided if possible.

If an employee exceeds the monthly cost of the wireless service plan and it is deemed that the costs were due to personal use the employee may be required to reimburse the Department for the charges.

4. Reimbursement for State business call placed from personal cellular telephone

The Department will reimburse employees for the cost of all State business calls placed from their personal cellular telephone. In order to be reimbursed, the employee must submit a copy of their bill to the Fiscal administration with the business calls highlighted and justification for why these calls were made. The Department will not reimburse any portion of the monthly service charges associated with personal cellular telephones nor will the State accept any fiscal or legal liability for a personal cellular telephone used for business.

Employees should refrain making business calls on personal cellular phones and will not be reimbursed if a frequent pattern of placing business calls using their personal cell phones is identified.

5. Return State Cellular Phones upon Leaving Department

If an employee with a cell phone leaves the Department or transfers within the Department, the employee is required to turn the cellular telephone over to the supervisor as specified in the Exit Checklist. The supervisor must advise the Accounting Assistant III in the Administration Division that an employee has terminated or changed positions so the account can be discontinued. The cellular telephone does not automatically transfer with an employee or to a new incoming employee, but rather the supervisor must evaluate if the employee needs a cellular telephone for use in the course of the employee's duties.

6. Security and Conduct

Employees have an obligation to use their wireless communications services in a responsible, informed and safe manner; conforming to network etiquette, customs, courtesies, safety practices and any applicable laws or regulations. Employees using wireless communications devices are responsible for securing them at all times. All losses shall be reported immediately to the designated departmental representative.

7. Personal Calls

Employees may make and receive a limited number of personal calls during work hours from their state land line phones but not from State owned cellular phones. Per SAM 1616 personal phone calls are not to be place or received form State owned cellular telephone except in an emergency. When personal phone calls are placed, the employee will reimburse the State within five (5) working days of receipt of bill from the Division for all costs associated with the personal phone calls.

Personal calls are those determined not to be necessary in the interest of the Department. In making personal calls, employees shall ensure that:

The calls do not adversely affect the performance of official duties or the employee's work performance.

The calls do not adversely affect the working environment of co-workers. In shared space or cubicle space employees should make an effort to take personal phone calls in an area that does not affect other's working environment.

The calls are of reasonable duration and of limited frequency. Supervisors and managers shall determine whether brief personal telephone calls are of reasonable length based on the employee's work schedule, co-worker needs, office work demands, length of work day, etc.

All long-distance personal calls are made at their own expense (i.e., charged to personal calling or credit cards, home telephones, or other non-State telephone numbers).

Employees may not make purely personal long-distance calls expecting to reimburse the Department later.

Collect calls to a Department telephone will not be accepted.

Employees are not to place 900-service calls from State telephones at the State's expense.

Employees must use cost-effective telecommunications services to contact locations outside the contiguous United States and overseas. Access to international telephone services should be restricted to only those employees who require such services as part of their official duties.

8. Motor Vehicle Laws

In accordance with NRS 484B.165 using a handheld wireless communications device to type or enter text, send or read data, engage in non-voice communication or engage in voice communications without use of a hands free device is unlawful.

A person shall not drive a state motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication.

As used in this section "write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

For purposes of this section, a person shall not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call.

This does not apply to a driver who is

- Receiving messages related to the operation or navigation of a motor vehicle; safety-related information including emergency, traffic, or weather alerts; data used primarily by the motor vehicle; or radio.
- Using a device or system for navigation purposes.
- Conducting hands-free wireless interpersonal voice only communication that does not require manual entry, except to activate, deactivate, or initiate a feature or function.

POLICY COMMUNICATION:

This policy will be made available to all employees within the Department of Agriculture and to the public.

DIRECTOR'S POLICY AUTHORIZATION:

_____ 6/12/14
Jim R. Barbee, Director Date

APPROVED BY THE BOARD OF AGRICULTURE ON 6/4/14.
Effective Date