

City of Signal Hill Policy

DATE: July 24, 2025

Technology in the Workplace
Policies & Procedures
1.13

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library
Services

I. PURPOSE

Technology provides the ability for constant communication and updates. While this is a good thing, in the work environment it can cause distraction from work activities for which staff are being paid. This policy is in place to assist in separating personal and work technology use.

II. GENERAL POLICY

- A. Personal devices (cell phones, tablets, etc.) that access e-mail, text messages, music and videos can only be utilized during breaks or lunch hours. Part-time staff are not to utilize such personal devices during the course of their work hours, unless performing a work-related task. If on a specific day, there is a need to be in contact for a personal reason, this must first be cleared with the direct supervisor. The supervisor can then provide direction as to how to handle accessing the device for that day.
- B. City computers and their related software, cell phones, or entertainment devices such as streaming video, televisions, video players or similar City owned equipment are only to be utilized for work related activities.

Personal integrity in following this policy is required. Should you have any questions regarding this process or need assistance in seeking an exception on a case by case basis is to be discussed with your supervisor.

III. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks, Recreation and Library Services Director or their designee.

IV. AUTHORITY

By the authority of the Parks, Recreation and Library Services Director.

EXHIBITS

- A. Electronic Communication Devices Use Policy – City Policy & Procedure
- B. Internet Usage – City Policy & Procedure
- C. Electronic Mail Policy – City Policy & Procedure
- D. Social Media – City Policy & Procedure
- E. Multi-Factor Authentication – City Policy & Procedure