



RIVERBEND RESOLUTION NO. 20210324-03

**AUTHORIZING THE APPROVAL OF AMENDMENTS TO THE PERSONNEL
POLICY MANUAL OF THE RIVERBEND WATER RESOURCES DISTRICT**

WHEREAS, Riverbend Water Resources District is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code of the State of Texas; and

WHEREAS, Riverbend Water Resources District first adopted a Personnel Policy Manual on March 2, 2016; adopted amendments to the manual on October 12, 2016, September 26, 2018 and January 22, 2020; and

WHEREAS, Riverbend Water Resources District desires to update certain policies and procedures of its Personnel Policy Manual; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Riverbend Water Resources District hereby adopts the amended section of the Personnel Policy Manual as attached.

PASSED and APPROVED this 24th day of March 2021

A blue ink signature of Sonja Hubbard, consisting of a large, stylized 'S' and 'H' followed by a horizontal line.

Sonja Hubbard, President

ATTEST:

A blue ink signature of Marshall Wood, written in a cursive style.

Marshall Wood, Secretary

Attached: Personnel Policy Manual-Section 8-6 Personal and Riverbend Water Resources District-Provided Portable Communication Devices



8-6 Personal and Riverbend Water Resources District-Provided Portable Communication Devices

Riverbend Water Resources District-provided portable communication devices (PCDs), including cell phones ~~and personal digital assistants, and tablets,~~ should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. ~~Employees who choose to use a District phone as a personal phone will be charged up to \$20 per pay period for use of phone.~~

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the HR Manager to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the District's networks and the PCD must be provided for inspection and review upon request. If employees choose to use their own PCD for business purposes, Riverbend will pay employees the base rate the District is charged by the vendor providing the cellular and/or data service.

All conversations, text messages and emails must be professional. When sending a text message or using a PCD for business purposes, whether it is a District-provided or personal device, employees must comply with applicable District guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a District-issued PCD for personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the HR Manager for resetting on or before his or her last day of work. At that time, the HR Manager will reset and remove all information from the device, including but not limited to, Riverbend Water Resources District information and personal data (such as contacts, emails and photographs). The HR Manager will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device. Please note any and all electronic data, personal or otherwise, is considered to be property of the District when using a personal PCD for business purposes or when using a District owned PCD.

Employees may not use their personal PCD for business unless they agree to submit the device to the HR Manager on or before their last day of work for resetting and removal of Riverbend Water Resources District information. This is the only way currently possible to ensure that all District information is removed from the device at the time of termination. The removal of District information is crucial to ensure compliance with the District's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a District-issued device, Riverbend Water Resources District's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Under no circumstances shall District telephones be used for any other outside employment of an employee. Each month when the cellular phone bill is received, each employee who is responsible for a cellular phone will be charged for any unauthorized charges or fees.

Billing statements for District-provided portable communication devices are public records subject to disclosure pursuant to the Texas Open Records Act.