



County of El Dorado

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Legislation Text

File #: 06-1995, Version: 2

Information Technologies Department recommending adoption of the proposed changes to Board of Supervisors Policy A-19 and to the Computer and Network Resource Usage Policies and Standards Guides. (Cont'd. 1-23-07, Item 25)

FUNDING: No Change to Net County Cost

BUDGET SUMMARY:		
Total Estimated Cost		\$
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$0.00

Fiscal Impact/Change to Net County Cost:

No Change to Net County Cost

Background:

The "Computer and Network Resource Usage Policies and Standards Guide", per Board Policy A-19, is to be updated at least bi-annually. On November 15, 2005, the Board adopted significant revisions to the Guide (Item #23). At that time, the Board also requested that Information Technologies work with the bargaining units to discuss the content, and come to an agreement as to the enforcement of its content.

Reason for Recommendation:

This agenda item is a result of the discussions that were held per Board instructions. The Guide has been reviewed and approved by County Counsel, Human Resources, El Dorado County Employees Association Local One, the Deputy Sheriff's Association (DSA), the Information Technologies Steering Committee (ITSC) and all County Department Heads. In addition, a meeting was scheduled for Tuesday, January 30 to offer all union groups another opportunity to discuss the policy changes. Those in attendance included Operating Engineers #3 and the Management Association. The representative from the DSA also responded with no objection, but was not able to attend the

meeting.

In order to make the Guide more readable, easier to comprehend, and a clear path for enforcement, staff changed the document structure. Because of the major restructure, it is impossible to leave track changes on for easy overview.

The current version breaks the Guide into two separate documents:

- 1) Computer and Network Resource Usage Policies and Standards Guide- General Use (to be used by all county employees and is only 13 pages in length), and
- 2) Computer and Network Resource Usage Policies and Standards Guide- Departmental IT Staff (a supplement that is an additional guide to be used by all County IT employees, those in IT and other departments).

Very few standards were changed, but sections were moved to fit the appropriate document for an employee's job. It now includes an agreement for the employee to sign, and gives departments the ability to incorporate these Standards and Guidelines into their own departmental policies.

The description of Policy A-19 was updated to match the restructure of the Guide. The changes to Policy A-19 can be viewed on the "track changes" attachment.

Action to be taken following Board approval:

- 1) Upon notification by the Board Clerk, IT shall update the County Website with the approved and adopted policy.
- 2) IT will notify department heads of Board adoption and request that department heads require all staff to read and sign the appropriate document indicating their agreement to comply.
- 3) Departments heads shall require all staff to review the appropriate guide annually and sign a copy of the agreement.
- 4) Department heads shall keep a copy of the employee agreement on file in their department and shall forward a copy of the departmental IT staff agreement to Information Technologies, where a copy shall be retained.

Contact:

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Concurrences:

Reviewed and approved by Information Technologies Steering Committee (ITSC), County Counsel, Human Resources and all union groups as described above.