

Issuance #647

Administration Policy And Procedure Notice #1/04

Date:	April 21, 2004
Subject:	Limited Personal Use of City Office and Technology Resources
Effective:	Immediately
Purpose:	To distribute the City's policy and procedure notice for limited personal use of City office and technology resources, to state the Department's reimbursement policy for telephone calls and to indicate where the Department has a more stringent policy.
Reference:	APPN 2/98 Computer Usage Policy
Specifics	<p>The City of New York's Policy on Limited Personal Use of City Office and Technology Resources</p> <p>The Department hereby adopts the City's Policy on Limited Personal Use of City Office And Technology Resources, (see Attachment 1) with the following exceptions:</p> <ul style="list-style-type: none">• The Department will not permit even a minimal use of postage. No employee is to use the Department's equipment for postage of personal mail.• The Department is not held responsible or accountable for any personal mail that gets delivered to the employee at the office location. <p>The Department wishes to emphasize the following section of the City's policy "This privilege does not create a right for any person to use any City property or resources for non-City purposes. Limited personal use of the City's office and technology resources is at the sole risk of the employee, and the City is not responsible for any loss or damages resulting from such personal use.</p> <p>REIMBURSEMENT PROCEDURE FOR PERSONAL CALLS</p> <p>Employees who make long distance calls for personal use must reimburse the Department using the long distance reimbursement form (see Attachment 2). Employees must pay the federal tax (0.03%) on the total amount and make payment by a money order which is payable to the Department of Buildings. Completed forms should be sent to the General Services Unit.</p> <p>Employees who make personal calls on the City-issued cellular telephone must reimburse the Department using the cellular telephone reimbursement form (see Attachment 3). Completed forms should be sent to the General Services Unit.</p> <p>Attachment 1 - The City of New York Policy on Limited Personal Use of City Office and Technology Resources</p> <p>Attachment 2 - Long Distance Reimbursement Form</p> <p>Attachment 3 - NEXTEL Reimbursement Form (Cellular Phone Usage)</p>