



Purpose of Technology Management Directives

Policy No. D-01¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Full-Time Elected Officials
- ✓ Volunteers

I. PURPOSE

To provide employees with information regarding the policies and procedures of the Department of Information and Technology (“DoIT”).

II. POLICY APPLICATION

The Department of Information Technology is responsible for maintaining and improving the City’s technology. The DoIT provides the highest quality cost-effective technical support and services that are critical in meeting the needs of the public. The DoIT works closely with each department to ensure that employees’ technology needs are being met and also to ensure that the City’s data is secure and protected. In order to ensure that the City’s data is properly being secured and protected, the DoIT places responsibilities on non-appointed department directors to assist it in safeguarding the City’s data. For additional information regarding the responsibilities of non-appointed department directors, please reference the Technology Management Directives.

If employees are having difficulties with City technology or if they have technology needs necessary to perform City business, they should contact the IT Help desk. If the

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

technology request requires more than two weeks of work effort to complete, the IT staff will direct the employee to complete and submit an IT Project Request form to the IT Executive Steering Committee (IT ESC). For more information regarding this process, please visit the DoIT's Sharepoint page.

Prior to purchasing any City owned technology, employees should determine whether they must first get approval from the DoIT. To determine whether approval is needed to make a technology purchase, employees should reference and ensure compliance with the DoIT's purchasing procedures.