

**YAKIMA COUNTY
WORKDAY MOBILE DEVICE POLICY
POLICY NO. HR 036**

Signed Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901

I. PURPOSE

This policy establishes guidelines for the use of the Workday Mobile App to ensure secure, accurate, and authorized transactions related to employee self-service (non-work-related activities), approvals, and other work-related activities.

II. SCOPE

This policy applies to all employees of Yakima County who use the Workday Mobile App.

III. GUIDELINES

- 1. General Use and Access**
 - a. The use of the Workday Mobile App is optional and not mandatory.
 - b. Employees may download the Workday Mobile App at no cost to their personal and/or business electronic devices.
 - c. The Workday Mobile App is provided as a convenience; employees will not be reimbursed for mobile data usage or device-related expenses incurred while using the app.
 - d. Employees must ensure that their login credentials remain confidential and are not shared with unauthorized individuals.
- 2. Hourly or Salaried Non-Exempt Employees**
 - a. The Workday Mobile App may be used for employee self-service activities (non-work-related) at any time, including but not limited to updating or viewing personal information, requesting time off, viewing pay statements or tax documents, and benefit enrollments or changes, etc.
 - b. Non-exempt employees may not use the Workday Mobile App outside of their normal scheduled hours for work-related activities without prior approval from their supervisor. Work-related activities requiring prior approval include, but are not limited to approving time off requests, approving time entries, submitting or reviewing reports, and engaging in any other activities that are considered compensable work, etc.
- 3. Salaried Exempt Employees**
 - a. There are no restrictions on the use of the Workday Mobile App for exempt employees.

4. Security and Compliance

- a. Employees must comply with all Yakima County and Yakima Health District security policies when using the Workday Mobile App.
 - i. Employees are responsible for ensuring that their mobile device is secure when accessing the Workday App. The following security measures must be implemented on your device:
 - The device must be protected with a passcode, PIN or biometric authentication (fingerprint or facial recognition).
 - Any device that stores or accesses Workday data must be locked when not in use.
- b. Employees must report any suspected unauthorized access, errors, or security breaches immediately to Technology Services.
- c. Unauthorized access to Workday, including sharing passwords / login information or logging into Workday from a public or shared device could lead to disciplinary action.
- d. Employee personal cellphones may be subject to public disclosure if the employee's communications are made "when the job requires it, the employer directs it, or it furthers the employer's interests". The information in the Workday mobile app which is linked to the County by our secure logins is subject to disclosure. That information is captured and stored by the application. Employees should only enter the information in the mobile app and should not download documents, photos, or other items to their personal cell phones. Doing so would subject their personal phone to disclosure.

5. Limitations and Responsibilities

- a. The organization is not responsible for, but are not limited to:
 - i. Device malfunctions
 - ii. App downtimes
 - iii. Data inaccuracies resulting from unauthorized access or employee errors

6. Acknowledgment

- a. All employees will be required to acknowledge that they have read, understood and agreed to the terms and conditions of this policy before downloading the Workday mobile application.

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I have received a copy of the Mobile Device Policy (Policy) on this date.

I have read the Policy and understood that these guidelines should be maintained throughout the course of my employment with Yakima County. If the Policy is unclear to me, I am responsible for seeking clarification from Yakima County Human Resources.

I understand that Yakima County reserves the right to modify, revoke, suspend, terminate or change this Policy in whole, or in part, at any time and without prior notice. In that case, changes will be communicated to employees. This and other County policies can be found on both the internal County website and the public-facing County website.

Name: _____
Printed

Signature: _____

Date: _____