

ADMINISTRATIVE REGULATION

AR 22-02

Two-Factor Authentication (2FA) Fob Policy

Section 1. Purpose

This administrative regulation sets forth the policy and requirements to implement Two-Factor Authentication (2FA) and the hardware token, called a fob, that will be issued to facilitate employee logins using the 2FA system.

2FA helps to increase the security of user logins by requiring a second form of authentication along with a standard username and password.

Section 2. Required Employees

- A. Any employee with a domain account that has the ability to log in to one of the City's domain connected computers.
- B. Any employee with a City of Hobbs issued email address.

Section 3. Fob Use

- A. Employees will use their issued fob along with their standard username and password to login to computers connected to the City domain.
- B. Employees will use their issued fob along with their standard username and password to login to webmail.
- C. Fobs are unique and tied to an individual users account, other users' fobs will not provide the correct authentication and login will be unsuccessful.

Section 4. Fob Storage Requirements

- A. Fobs must be stored securely, so that they are not readily accessible by other employees or citizens.
- B. Violations of this policy can result in progressive discipline up to and including termination of employment.

Section 5. Lost Fobs

Employees must immediately report a lost fob to their supervisor and to the IT Department. The replacement fee is \$10.00 via automatic payroll deduction for any lost or stolen fob. A reimbursement will not be provided if the deactivated fob is later found and turned in.

Section 6. Damaged Fobs

Employees who have fobs that become damaged or inoperable can obtain a new fob from IT at no cost, as long as the damaged fob is surrendered upon request of the new fob.

Section 7. Forgotten Fobs

In the event that an employee arrives to work for their shift without their fob, the employee's department head has a right to decide on the business needs of the department to either allow the employee to work without a fob and no computer access for the time being or instruct the employee to retrieve their fob prior to clocking in. When an employee is sent to retrieve their fob, standard attendance procedures for the department will be followed in regard to determining if the employee is tardy for their scheduled shift.

Section 8. Separation of Employment

All fobs are property of the City of Hobbs. Should an employee leave the City of Hobbs (voluntary or otherwise), the employee is required to return their fob on their final work day. For fobs not returned on the final work day before separation, the cost of the item

(\$10.00) will be deducted from their final paycheck in accordance with local, state and federal rules.

Section 9. Found Fobs

If an employee finds a dropped fob that is not their own and doesn't appear to belong to anyone in their immediate area, they must turn it in to the IT department so that the employee it was issued to can be contacted and the fob can be returned.



Manny Gomez, City Manager



Date

By signing below, I acknowledge that I have read AR 22-02. I was given the opportunity to ask questions to ensure my full understanding.

Employee Signature

Date