

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Workplace Privacy / Social Media / Computer and Internet Policy

CONTENTS

I. Policy

Approval:  Date: 2/10/15
City Administrator

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

Workplace Privacy / Social Media / Computer and Internet Policy

I. Policy

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management may need access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on City premises are not entitled to a guarantee of privacy.

Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, electronic devices etc.

Electronic media raise similar issues. The City provides electronic and telephonic communication and, when necessary, computers to employees. Although assigned to the employee, these items are the property of the City. Any computer files created on or software downloaded on a City computer are property of the City. The City consents to the reasonable personal use of its computers. Unauthorized programs and files may not be installed or used on City computers without the written permission of the City. Employees may not encrypt work and may not use access or control passwords other than those assigned to them by the City. Further, employees may not delete or destroy files from City computers except pursuant to any record retention policy of the City.

The City reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the City's electronic systems. The City also reserves the right to report the finding of such reviews to appropriate agencies. Although the City consents to the "reasonable" use of its computers for personal business, what is "reasonable" is determined in the sole discretion of the City. The only way to be certain of avoiding violating the City's policy on personal computer use is not to use the City's computers for any personal purpose.

The following personal computer use is absolutely forbidden:

1. Accessing any material that the City considers to be pornographic; transmitting or knowingly accepting any communication that is pornographic, obscene, or in the City's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction
2. Transmitting or receiving programs or other files in violation of copyright or trademark laws
3. Conducting business for outside employment or a side-business
4. Playing games or other non-work related computer use

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

5. Soliciting others for non-work related reasons

City employees may not use personal electronic equipment (including but not limited to personal laptop computers and cellular phones) on City property or at City work sites to engage in conduct that would be prohibited if using City equipment.

Important Notice: The City has the capacity to examine the computer and cell-phone usage of individual employees. Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.