

Chapter 5 Employment Provisions

Section 16 Electronic Communications

E-mail and the Internet Access are business tools to be used in accordance with our mission of public service. Employees may use the County's computers assigned to them to send personal messages or to access the Internet for personal research as long as this is done during the employee's off or break time and such use does not interfere with work productivity.

The County's computers are not to be used to visit any web site which is contrary to the County's interests, policies or work rules. (e.g. pornographic sites, sites with nudity, sites that deal with gambling, sites which promote racism and racial hatred, etc.)

Employees who use the County's computers to send E-mail messages or to access Internet sites (business or personal) shall have no expectation of complete privacy in doing so. The County has the means and the right to access all electronic communications without the consent or knowledge of the individual employee or employees.

It is important to understand that most electronic communications are not secure. Confidential documents or correspondence should only be sent electronically after careful consideration has been given to assure that such communications are not intercepted by a party who should not have access to the record.

Employees who violate this policy shall be subject to disciplinary action in accordance with Chapter 7-Employee Discipline of this manual.