

City of Wasco	Human Resources Policies and Procedures		
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POLICY NUMBER	Communication and Technology Policy		City Council Approval 06/05/07
			City Manager Approval 06/05/07

I. Purpose

The City of Wasco provides a variety of electronic communication resources such as telephones, cellular telephones, computers, facsimile machines, pagers, electronic mail (e-mail) systems, and internet access for employees whose job performance would effectively be enhanced by the use of such technologies. The challenge is making maximum use of the benefits of such resources, meeting legal requirements for access to information, and providing adequate protection for proprietary information. This policy governs access to and the appropriate and effective use of City-provided electronic communication resources at all times, including work and non-work time, by City employees, consultants and/or contractors.

II. Scope

This policy applies to all users of electronic communication resources of City owned, leased or managed networks, equipment or services.

III. Policy

The City is the legal owner and operator of all electronic communications resources owned, leased or managed by the City.

The City recognizes that principles of shared governance, freedom of speech, and privacy hold important implications for the use of electronic communications resources. This policy reflects these principles within the context of the City's legal, management and other obligations. The City respects the privacy of electronic communications resources in the same way that it respects the privacy of paper correspondence and conversations, while seeking to ensure that all City records are accessible for the conduct of City business. The use of City owned, leased or managed electronic communication resources are not private and/or confidential. The City does not routinely inspect, monitor, or disclose electronic communications without prior consent. Nonetheless, the City may restrict or deny access to its electronic communications resources and may inspect, monitor, or disclose electronic communications under certain circumstances.

Employee access to and use of electronic communication resources is intended for business-related purposes. Limited and reasonable use of these tools for occasional employee personal purpose that does not result in any additional costs, loss of time or resources for their intended business purpose is permitted. All employees are expected to adhere to the Standards of Excellence policy as it relates to the use of electronic communication resources and to follow all related Federal and State statutes related to the use of electronic communication resources.

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Standards of Excellence in the use of Electronic Communication Resources:

1. The Standards of Excellence policy applies to all electronic communication resources as well as to other forms of communication and activity.
2. All electronic communication messages and voice mail messages should be retrieved, acknowledged and responded to within twenty-four hours. Acknowledge recipients if additional time is required for a complete response. Telephone messages should be updated to reflect your status as “out of the office” “on vacation” etc.
3. Electronic mail should adhere to the same standards of conduct as any other form of mail. Respect others you contact electronically by avoiding distasteful, inflammatory, harassing or otherwise unacceptable comments. Harassment of any form not be tolerated
4. Respect the privacy of others and their accounts. Do not access or intercept files or data of others without permission. Do not use the password of others or access files under false identity. Violations may result in immediate termination
5. Electronic communication resources may be subject to the California Public Records Act and therefore subject to disclosure.
6. Remember that you are responsible for all activity involving your account. Keep your account secure and private. Do not use identifying data or common words as a password. Your password should be difficult to crack or otherwise guess either by individuals or by sophisticated computer programs.
7. The City is the custodian of a wide array of personal and financial data and only those with authorization may access, communicate or use confidential information.