



# PERSONNEL RULES AND REGULATIONS

<b>RULE 6:</b> <i>General Terms and Conditions</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 5:</b> <i>Electronic Communications</i>	<b>Pages:</b> 1 of 2

## Section 1: Introduction and Access

In order to remain competitive and to better serve the taxpayers and general public, Sarpy County continues to adopt and make use of communication and information exchange. Many employees have access to one or more forms of electronic media and services including, but not limited to, computers, tablets, email, phones, cell phones, voicemail, fax, online services, and the Internet.

Internet access is monitored periodically to determine bandwidth needs and utilization. This monitoring also indicates links and other information pertaining to Internet Resources used by employees. Employees are responsible for any and all activity initiated by their email ID, user account, or personal workstation.

## Section 2: Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

Discriminatory or harassing,

Derogatory to any individual or group,

Obscene or pornographic,

Defamatory or threatening, or

For any purpose that is illegal or contrary to County policy or interests.

## Section 3: Access to Employee Communications

Electronic information created and/or communicated by employees accessing the County Corporate Network or County property using email, computers, tablets, cell phones, word processing, spreadsheets, voicemail, phones, Internet, and other similar electronic media is monitored by the County. This information may also be subject to the Public Information Act or other similar laws. The County may routinely access or monitor employee communications directly including, but not limited to, current and archival files.



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Employees should assume their electronic communications are not private. Email messages and files, like other types of correspondence and employer documents, can be accessed and read by authorized individuals. The County reserves the right at its discretion to review any employees' electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, the PRR, and other County policies.

## **Section 4: Security / Appropriate Use**

Employees must respect the confidentiality of others' electronic communications. However, Department Heads will have access to County computers and related equipment as well as software, email accounts, Internet activity, and other related items to ensure business needs are met. Except in cases in which explicit authorization has been granted, employees are prohibited from engaging in or attempting to engage in:

- Monitoring or intercepting files or electronic communications of others including third parties,
- Hacking or obtaining access to systems or accounts they are not authorized to use,
- Using others' log-ins or passwords, and/or
- Breaching, testing, or monitoring computer or network security measures.

No email or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.

## **Section 5: Policy Violations**

Employees who abuse the privilege of County facilitated access to electronic media or services are subject to disciplinary action, up to and including termination.

Employees who utilize the email system for defamatory, illegal, or fraudulent purposes as well as break into unauthorized areas of the County's computer system are also subject to civil liability and criminal prosecution.

**~Please refer to the "Sarpy County Information Technology Security Policy" for further information, provisions, restrictions, etc. This policy is available on the Human Resources webpage, under 'Other Employment Policies'. ~**