

2.21 USE OF PHONE, MAIL, COMPUTER AND EMAIL SYSTEMS

Employee use of phone systems and radios may be monitored and use is governed by the following rules:

TELEPHONES

Personal use of a landline telephone for long-distance calls is not permitted. Any personal calls made or received by the employee should not be disruptive to their work or their fellow employees. If a personal call is received and it will interfere with the employee's work, serving the public, or be disruptive to others, the employee should terminate the call immediately.

COUNTY PROVIDED CELL PHONES: Madison County will issue cell phones to employees depending on the nature of the position, and the need for a supervisor to be able to contact the employee during or outside of business hours. County issued cell phones are not intended for personal or unauthorized use; however, limited personal use may be permitted. Personal use should not incur charges of any kind and should not be used for personal communications to solicit business, advertise, or engage in marketing for any non-related work activity. Abuse of cell phone use could result in loss of the phone and/or disciplinary action up to and including termination of employment. Department Heads reserve the right to collect and search phones at any time. County provided cell phones and any information saved or placed on the device is property of Madison County.

PERSONAL CELL PHONES: The use of personal cell phones on the job should be brief and infrequent, unless prior approval is granted by the Department Head. The ringing of personal phones can be disruptive. Cell phones should be turned off or placed in the silent mode.

In no circumstances may an employee type, text, access social media or view information on a cell phone or other electronic device while operating a Madison County vehicle.

TWO-WAY RADIOS: Radios are to be used solely for County business.

MAIL SYSTEM

Madison County has a specific department to handle the receipt and mailing of department mail. Employees are not allowed to use County mail services and/or postage for personal use.

COMPUTER AND EMAIL USAGE

Computers, computer files, email system, and software furnished to employees are Madison County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Madison County prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons are not allowed. Other such misuses include, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Limited personal use of computer or email may be permitted but should be infrequent and brief. Employees may not use email or computers to solicit business, advertise or engage in marketing for any nonrelated work activity, commercial ventures, religious or political causes, or any outside organization. Abuse of this policy in any way may result in disciplinary action up to and including termination of employment.

Madison County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Madison County does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Madison County prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate Department Head or the Personnel Department upon learning of violations of this policy. Employees who violate

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this policy will be subject to disciplinary action, up to and including termination of employment.

Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. If an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses. All compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Madison County in violation of law or Madison County policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.