

# **WALLACE COUNTY**

## **PERSONNEL POLICIES AND PROCEDURES MANUAL**

### **13.0**

#### **PERSONAL MAIL, ELECTRONIC MESSAGES**

Personal mail shall not be run through the postage meter at the County's expense. Your personal mail should be addressed to your home and any personal mail received at work will be opened along with other mail received. The County reserves the right to monitor any and all electronic and telephone messages transmitted in, to and from the workplace.

Personal use of County owned computers and fax system is prohibited. Such use will result in disciplinary action.

Any County computerized e-mail system is to be used for county business purposes only. It should not be used to send messages of a personal nature. Individuals should refrain from using vulgarities, obscenities, sarcasm, or exaggeration in e-mail messages. The use of foul or abusive language is grounds for disciplinary action or dismissal. E-mail messages should be transmitted only to those individuals who have a business need to receive them.

Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly to reflect changes in responsibility or employment status. All employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees. Wallace County reserves the right to access and disclose the contents of e-mail messages for any purpose.

Personal business shall be conducted on personal time, outside of the office. Employees are prohibited from "locking" or "password protecting" any document. The County reserves the right to access and disclose and/or delete any documents it deems necessary and employees waive any right to privacy in documents contained on the County's computer network or computers and consent to the access and disclosure of such documents by authorized employees.