

Grant County Personnel Policy

512.1 General

- 512.1.1 County communications and computer systems, supplies, materials, vehicles and equipment belong to Grant County and are provided by it to facilitate the performance of County work. Unless specifically provided for under this section and/or additional Grant County policies, such as the Electronic Communications/Computer Usage Policy (Section 512.3), personal use of County resources is prohibited.
- 512.1.2 All County resources must be used in accordance with all County policies, as well as local, state, and federal laws and/or guidelines.
- 512.1.3 County resources include, but are not limited to, an employee's work time, County work location telephones, County-issued cell phones, facsimile machines, copiers, the County's entire computer network, internet scan numbers, supplies, materials, vehicles, equipment, etc. The County's computer network resources include – but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptop computers, software, data files, and all internal and external computer and communications networks, such as Internet, commercial online services, value-added networks, e-mail systems, telephones, voicemail systems, etc. that may be accessed directly or indirectly from Grant County's network.
- 512.1.4 Violations of any portion of this policy may result in disciplinary action, up to and including termination of employment; in certain instances, improper use of County resources may also include criminal prosecution.
- 512.1.5 Employees may use County work location telephones for personal calls on a *di minimus* basis, and only for local calls. An employee's use of work location telephones for personal calls that hinder productivity, interfere with County use, or is excessive is beyond a *di minimus* basis and therefore prohibited.
- 512.1.6 Utilization of County computers for employees' personal use is only permitted as set forth in Section 512.1, Section 512.3, Electronic Communications, and/or Section 512.4, Computer Usage.
- 512.1.7 Use of County resources, which includes work time, for personal or private purposes is prohibited unless specifically provided for under additional, active Grant County policies.

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- a. For example, an employee's use of a personal electronic device that hinders productivity, interferes with County responsibilities, and/or is excessive is prohibited; and
- b. Except in cases of emergency, personal phone calls, computer usage, etc., should occur only during clearly defined lunch, morning, and/or afternoon break times.

512.1.8 Use of any County resources for personal financial gain is strictly prohibited.

512.1.9 Employees must make conscientious and careful use of all County resources and seek to incur minimum, necessary expenses.