

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Wednesday, September 28, 2022
3:00 pm**

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) et seq. (AB 361). Members of the public can participate in the meeting by choosing one of the following options:

1. Attend in person or
2. Join via Zoom -

Meeting Link: <https://us06web.zoom.us/j/83721152759>

Webinar ID: 837 2115 2759

Phone Number: 1-669-900-6833

- a. Cell Phone/Computer with Microphone: Click on the Zoom link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call in to the listed phone number above and when prompted, enter the Webinar ID. You will then be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted, and the next speaker will be invited to speak.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. STRATEGIC PLAN – 5.0 DISCUSSION**
- 5. TRAVEL & TECHNOLOGY POLICY DISCUSSION**
- 6. CLASSIFICATION & COMPENSATION STUDY DISCUSSION**

7. ORAL COMMUNICATIONS

8. CLOSED SESSION – PUBLIC EMPLOYEE COMPENSATION

The District's Personnel Committee will hold a closed session with the Districts General Manager, pursuant to Government Code Section 54957.6(a), to discuss the salary, compensation and fringe benefits provided to the General Manager.

9. ADJOURNMENT

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

5.0 Employee Morale and Succession Plan

Element Objective: Attract and retain the best staff through appropriate compensation, training, resource provisions, succession planning, and opportunities for individual development in a safe working environment.

5.1 GOAL: Position the District to attract and retain high quality employees.

A. Strategy: Explore and implement innovative tools and strategies to maximize recruitment opportunities.

- We have partnered with Government Jobs.com to advertise all of our open positions.
- Staff has attended several Job Fairs – including CSUCI, City of Camarillo, and local high schools and community colleges.
- We developed the ability to complete the application process online.

B. Strategy: Seek, encourage, and reward employees who strive for professional certification opportunities related to but not required for their work role (I.e., Certified Playground Safety Inspector, Certified Park and Recreation Professional, Water Safety Instructor etc.).

- FY 22-23 we began offering Fred Pryor classes to 20 employees of all classifications

C. Strategy: Conduct a salary survey to ensure staffing levels, positions, and benefit and compensation packages are competitive with comparable labor markets.

- FY 22-23 Board approved budget item was to conduct a Class & Comp study
- September – Agreement signed with Evergreen Solutions.

D. Strategy: Evaluate and revise the on-boarding process and procedures for all District employees to ensure employees begin their tenure with a thorough introduction of the District's vision, mission, core values, services provided, organizational structure, and available resources.

- Management is currently revising our on-boarding process as well as developing standards.

E. Strategy: Create a cross-divisional and cross-departmental system of employee cross training to provide employees with the knowledge, awareness, and confidence in information of overall District operations.

F. Strategy: Establish an Employee Wellness Committee to encourage and assist employees with creating and maintaining a healthy lifestyle in the workplace.

5.2 GOAL: Continue cultivating an organizational structure that provides a positive, supportive working environment which promotes productivity, high morale, and professional development for employees during times of increased demands on parks, open space, and programming.

A. Strategy: Clearly define Roles and Expectations to ensure every employee will clearly know what their individual duties and responsibilities are.

- This will be addressed after the Class & Comp study.

B. Strategy: Conduct a formal annual staff evaluation program.

- Management is currently working on revising our current evaluation system

C. Strategy: Conduct a staffing Needs Assessment to determine current skills, interests, values of current staff, and if the appropriate structure and level of personnel is in place to meet the needs of the organization and expectations of the community. In addition to an assessment of current job strength and areas of improvement, identify and review potential options for next steps (training, positions within the organization).

- We have begun talking with employees and cross training as needed.

D. Strategy: Establish an Employee Recognition Committee consisting of cross departmental representation to explore and implement new methods and strategies recognizing employees for their exemplary work performance and acts of service to the District.

- The Employee Recognition Committee formed in September of 2021 in that time they have done the following:
 - Employees participated in an anonymous survey to determine the baseline of employee morale
 - Planned a new version of the end of the year Employee Service Award lunch
 - Developed a “Thank You” campaign to encourage employees to recognize their coworkers’ achievements
 - Held a lunch to celebrate the completion of the Community Center kitchen
 - Held an Ice Cream Social for all staff at the end of summer camp out
 - Developed a 6 Touch Point calendar of events – This allows for all regular staff to get together to learn, receive information and be in the same room together
 - Produced a 2nd Annual anonymous survey to assist the committee in determining if they are headed in the right direction

E. Strategy: Promote and support professional development opportunities that strengthen the core skills and commitment from staff, Board members and key volunteers, to include trainings, materials and/or affiliation with but not limited to the National Recreation &

Park Association (NRPA), the California Special Districts Association (CSDA), and the California Park & Recreation Society (CPRS).

F. Strategy: Implement updated employment practices that increase the diversity of the District.

G. Strategy: Provide consistent training for all supervisors and managers in personnel management skills.

5.3 GOAL: Develop an improved culture of open communication across departments and improve common vision and understanding of the District's Mission and Goals.

A. Strategy: Create procedures and templates for internal communication memorandums and meeting agendas to ensure consistency in both branding and messaging throughout the entire organization.

- We have implemented a template to use for in-house meeting agendas

B. Strategy: Create and utilize interdivisional and interdepartmental project teams to address issues and special projects and empower them to develop solutions that improve the management of facilities and human resources.

- We have created many project teams, such as the:
 - Employee Recognition Committee
 - ADA Plan
 - Safety Committee
 - Disc Golf

C. Strategy: Continue to use Microsoft Teams, Zoom and other technology to reinforce face-to-face communication, collaboration, and understanding of other departmental processes.

D. Strategy: Regularly track and report progress on Strategic Plan Goals and Strategies.

- Bring back updates as part of the board goal setting and budgeting process.
- Staff reports acknowledge specific strategic plan goals.

E. Strategy: Establish an Employee Morale & Communications Committee to develop feasible methods, recommendations, and solutions for boosting employee engagement, feedback, and communication.

- See 5.2 D

5.4 GOAL: Create and implement a Workforce Succession Plan to ensure the continued performance and operations of the Pleasant Valley Recreation & Park District.

A. Strategy: Complete a Human Resource talent inventory of positions and expected separation retirement timelines.

- This has been created and cross training has been implemented.

B. Strategy: Create a succession plan for the next three to five years to include: critical positions, identification of the specific skill sets that will be needed to satisfactorily perform the key roles, determine readiness level of current employees and identify any gaps in competencies or skill sets. Once established it should be reviewed annually.

- This was established in FY 2021-2022 – Management reviews annually

C. Strategy: Ensure the systematic and long-term development of individuals to replace key job incumbents and to ensure high quality replacements for those individuals who currently hold positions that are key to our organization's success.

- Employees who have expressed a desire to move up have been provided with the opportunity to begin to cross train

D. Strategy: Formalize standard operating procedures (SOPs) to include organizational chart, operation manuals (daily functions), IT manual, employee handbook, training programs, and skill retention (trainings).

E. Strategy: Ensure an adequate knowledge base is preserved while management and leadership is transitioned and populated with new skills and talents.



TRAVEL POLICY

Approved by the Board of Directors on April 6, 2016

Table of Contents

SECTION 1: INTRODUCTION 1

 1.2 GENERAL..... 1

SECTION 2: TRAVEL AUTHORIZATION PROCESS 1

 2.1 INTENTION..... 1

SECTION 3: VEHICLE USE 2

 3.1 USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS 2

 3.2 REIMBURSEMENT FOR USE OF PERSONAL VEHICLE 2

SECTION 4: LONG DISTANCE TRAVEL 3

 4.1 DEFINITION..... 3

 4.2 AUTHORIZATION 3

 4.3 AIR TRAVEL 3

 4.4 GROUND TRANSPORTATION & RENTAL CAR 3

 4.5 LODGING 4

 4.6 MEALS..... 4

 4.7 INCIDENTALS 5

 4.8 TELEPHONE CALLS 5

SECTION 5: REIMBURSEMENT 5

 5.1 REIMBURSEMENT..... 5

SECTION 6: BOARD OF DIRECTORS..... 5

 6.1 APPLICABILITY OF THIS POLICY TO BOARD OF DIRECTORS 5

SECTION 1: INTRODUCTION

1.1 PURPOSE

The purpose of these regulations is to establish a system of reimbursement for authorized expenses, for all officials and employees, required to travel on behalf of, or in representation of, the Pleasant Valley Recreation and Park District (District).

1.2 GENERAL

These policies shall apply to any required and duly approved travel for official District business, and to all officials and employees who receive appropriate authorization to travel on behalf of the District.

The District recognizes the benefits that accrue when its employees attend conferences, seminars, and professional training activities. The District will bear approved expenses incurred by District officials and employees to attend such activities provided the stated procedures are followed. Travel, conferences, seminars, trainings and similar activities shall be directly related to District business.

The most reasonably priced arrangements for travel events will be utilized. Personal safety and a reasonable level of comfort and dignity will be taken into consideration.

Individuals are expected to exercise sound judgment when incurring and submitting travel expenses, keeping with the standard and proprieties of a visible and accountable public agency.

Although these travel regulations set specific procedures for employees to follow, it is not intended to be all inclusive and exceptions may be reviewed on a case to case basis.

SECTION 2: TRAVEL AUTHORIZATION PROCESS

2.1 INTENTION

The travel authorization process is intended to ensure budget compliance and appropriate use of public funds.

BUDGET: Travel authorization begins with the budgetary process. Travel needs shall be anticipated and submitted in the annual budget for approval by the District General Manager/Board of Directors. It is the authorizing party's responsibility to stay within departmental budget travel allocations as approved by the GM/Board of Directors. Travel requests are to include all costs associated with any/all types of travel including registration, lodging, meals, transportation, parking, and incidental expenses.

SECTION 3: VEHICLE USE

3.1 USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS

It is the responsibility of the employee to maintain a valid California driver's license, and personal insurance coverage equal to, or greater than, the minimal coverage amounts required by any/all applicable state law while utilizing his/her private vehicle for transaction of District business.

Employees are responsible to notify the Human Resources Department of any changes in license, or insurance. Employees are responsible for any parking, mechanical or moving violations received while using their own vehicle for approved District business. Some employees' job title and description (e.g. transportation department drivers) may require reporting DUI, DWI, and other moving violations.

3.2 REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Use of an employee's private vehicle shall be reimbursed at the current mileage reimbursement rate determined by the Internal Revenue Service. Private automobiles may not be used for trips over 100 miles one-way except by prior written approval of the General Manager. Employees who use their private vehicle for travel are expected to follow the District's Travel Policy, and Employee Manual.

Reimbursement requests shall be submitted to the appropriate authorizing party (usually employee's supervisor) within 30 days of the month the mileage expenses were incurred, and shall be complete and accurate with proper approvals.

Parties of two or more may be expected to carpool unless approved by the General Manager prior to travel.

SECTION 4: LONG DISTANCE TRAVEL

4.1 DEFINITION

The most economical mode and class of transportation reasonably consistent with scheduling needs shall be preferred, using the most direct and time-efficient route. The cost of rental vehicle, parking and gasoline shall be compared to the combined cost of other forms of transportation and the least expensive method shall be used.

Long distance travel is defined as any travel that:

- a) Requires an employee to leave Ventura County, *AND*
- b) Includes at least one (1) overnight stay.

4.2 AUTHORIZATION

All long distance travel requires prior written approval of the General Manager. Every effort will be made to pre-arrange and pre-pay all approved expenses. However, in the event this is not possible, employees are eligible for:

- a) Reimbursement of approved expenses paid for by employee, with accompanying itemized receipts.

4.3 AIR TRAVEL

For authorized air travel, the District reserves coach rate seats at government or group rates (when such rates are available), and makes every effort to schedule reasonable flight times. Seat upgrades or flight/schedule changes unrelated to District business are not approved expenses, and become the responsibility of the employee.

It is the intent of the District to book all air travel on the District's credit card unless otherwise approved by the General Manager.

4.4 GROUND TRANSPORTATION & RENTAL CAR

The District makes every effort to reserve appropriate ground transportation for traveling employees (*e.g., airport shuttle, rental car*). When that is not possible, with prior written approval of the General Manager, employees may claim reimbursement for ground transportation at actual cost, utilizing reasonable ground transportation services such as taxi services.

Employees traveling on District business for whom it was not possible to reserve a rental car service, either at the point of departure or at the destination:

- a) Will be reimbursed by the District for the rental expense of a comparable compact automobile, AND
- b) Will purchase damage insurance (comprehensive and collision but **not** liability) through the rental car company.

The District and its employees shall use government or group rates, when available, for ground transportation or rental car services.

4.5 LODGING

The District shall make every effort to pre-arrange appropriate lodging (*using government or group rates, when available; Board Members; GC § 53232.2(e)*), for approved travel. When that is not possible, with prior written approval of the General Manager, employees may reserve reasonable lodging, and claim reimbursement for such lodging in accordance with this section and with appropriate receipts.

Board Members (GC § 53232.2(d))

For lodging in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking.

If a group rate or government rate is not available, reasonable lodging shall be booked at standard lodging rates for the destination's specific geographic area. Any lodging upgrades made by employees in excess of approved lodging rates are not approved, and become the responsibility of the employee.

4.6 MEALS

Daily reimbursement rates for meals are as follows:

- Breakfast - \$12*
- Lunch - \$16*
- Dinner - \$22*

Eligible meals are defined as meals for which an employee incurs a cost due to a valid and authorized business reason (*e.g., overnight travel, business meeting, special dietary requirements that cannot be accommodated, meal not covered by conference fee, etc.*). Meals provided as part of a conference or seminar are not eligible for separate reimbursement. Reimbursement requests for approved meal expenses must be submitted with itemized receipts. The District does not reimburse for alcoholic beverages.

An increased or decreased meal allowance may be considered when traveling to remote or metropolitan areas. Any changes must be pre-approved by the

General Manger prior to travel.

4.7 INCIDENTALS

Employees are eligible for reimbursement for incidentals up to \$5.00 per day while on District business travel. Incidentals may include such items as tips, soft drinks, phone call, postage, etc. Items such as gifts, entertainment (including in-room movies), alcohol, or other similar items are not reimbursable. Itemized receipts and/or an approved written list of expenses will be required for reimbursement.

Parking fees shall be reimbursed when related to District business travel, including airport parking fees, and parking fees for personal or rental vehicles.

4.8 TELEPHONE CALLS

The District will reimburse one (1) 15-minute telephone call per day while an employee is on official business. If the employee receives a cell phone stipend they will not be reimbursed.

SECTION 5: REIMBURSEMENT

5.1 REIMBURSEMENT

For all reimbursement requests, employees shall complete a Claim for Reimbursement of Travel Expense Form to document that expenses meet this Policy and are required to conduct District business.

Claim forms shall be submitted within thirty (30) days of incurring an expense, and shall be accompanied by receipts documenting each expense. Upon appropriate written approval, employees will be reimbursed as quickly as possible. Personal items, alcoholic beverages, and expenses of family members are not authorized.

SECTION 6: BOARD OF DIRECTORS

6.1 APPLICABILITY OF THIS POLICY TO BOARD OF DIRECTORS

This Travel Policy shall apply, in addition to District employees, to members of the District's Board of Directors.

The General Manager shall review Board members' requests for travel and incidental expenses for compliance with this Travel Policy and other applicable District policies. All expenses that do not fall within this Travel Policy or the Internal Revenue Service reimbursable rates as established in IRS Publication 463, or any successor publication, shall be approved by the Board of Directors at a public meeting before the expense is incurred. (GC 53232.2(f))

If a member of the Board of Directors chooses to incur travel or incidental costs that are in excess of the rates established under this Policy or IRS Publication 463, or any successor publication, and such costs have not been pre-approved at a public meeting of the Board of Directors, the member does so at his or her own expense. (GC 53232.2(g))

Members of the Board of Directors shall provide brief reports on meetings or other events attended at the expense of the District at the next regular meeting of the Board. (GC 53232.2(d))



EMPLOYEE TECHNOLOGY USE POLICY

Approved by the Board of Directors on April 6, 2016

Pleasant Valley Recreation and Park District

EMPLOYEE TECHNOLOGY USE POLICY

TABLE OF CONTENTS

INTRODUCTION..... 1

1. EMPLOYEE RESPONSIBILITIES 1

2. “LIMITED PERSONAL USE” OF DISTRICT OFFICE EQUIPMENT 2

3. SOCIAL MEDIA..... 4

4. DEPARTMENT RESPONSIBILITIES..... 5

5. MONITORING AND RETENTION 5

6. POLICY CHANGES AND EMPLOYEE DISCIPLINE..... 6

INTRODUCTION

All of the technological tools furnished to District employees are public property, subject to the dominion and control of the District. Employees have no right or expectation of privacy in those tools, which may be inspected by District representatives without notice.

This policy establishes privileges and additional responsibilities for employees. It recognizes employees as responsible individuals who are the key to making government more responsive to its citizens. It allows employees to use District office equipment for non-government purposes when such use involves minimal additional expense to the government, is performed on the employee's non-work time, does not interfere with the mission or operations of a department and does not violate standards of ethical conduct.

District employees should be provided with a professional supportive work environment. They should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps to enhance the quality of the workplace and helps the District retain highly qualified and skilled workers. The use of modern information technology has raised new opportunities for its use by employees to live their lives more efficiently in balance with the overriding imperative that taxpayers receive the maximum benefit for their tax dollars.

District business partners, contractors, or other individuals who utilize or access District-owned technology pursuant to District prior approval shall be required to sign and abide by the terms and conditions contained within this and all referenced District technology policies.

1. EMPLOYEE RESPONSIBILITIES

- A. Computer password(s) will be protected. Computer password(s) should not be shared with anyone unless there is a legitimate business requirement. Password(s) should be changed frequently. It is generally recommended to not write down passwords. However, if you must write down a password to document or remember it, do so in a secure manner. For example, do not write down passwords and post them on your monitor, under your keyboard, or in your work area. But, a password kept in your wallet would generally be secure.
- B. Access to computer systems, data, and networks: Employees may access data or other information for which they have been authorized in the normal performance of their job duties. Privacy of clients and co-workers should be respected by not sharing information unless required for business purposes. The only authorized method for remote access to the District computing network is through the equipment and security software provided by the Information Technology Services

Department. Knowledge of these resources, and employee use, should be in conformance with the District's policies for Internet Access, E-Mail, and Network Access.

- C. Only legally acquired and licensed computer software may be used. There is a significant financial liability to the District if computer software that has not been legally obtained is used on District-owned equipment. The documentation provided with the software should be checked to see if it was legally acquired before copies are made for others. Generally, copies of software should be made for back-up purposes only.
- D. Use of non-District-owned software must be authorized. There is a potential for introducing a virus into a District-owned system, and possibly even Districtwide, whenever outside software is used. If there is a need to use an outside software program for business purposes, permission should be obtained from the department head or his/her designee.
- E. Access and use of the District's computer systems, data, and networks shall be done only through a combination of a duly assigned login or username and computer password. This combination of a duly assigned login or username and computer password, when utilized to access software applications that automate or create official District records or business transactions, constitutes an electronic or digital signature. Use of an electronic or digital signature shall have the same force and effect as a manual signature.

2. "LIMITED PERSONAL USE" OF DISTRICT OFFICE EQUIPMENT

- A. Employees are authorized limited personal use of District office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the District in areas such as:
 - Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.
 - Use of consumables in limited amounts; e.g., paper, ink, toner, etc.
 - General wear and tear on equipment
 - Data storage on storage devices
 - Transmission impacts with moderate e-mail message sizes, such as e-mail with small attachments

- B. Minimal additional expense means that the employee's use of District office equipment is limited to those situations where the District is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the District, or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal e-mail messages, and limited use of the Internet for personal reasons.
- C. Employees are expected to conduct themselves professionally in the workplace and to refrain from using District office equipment for activities that are inappropriate. Unless required in the performance of an individual's job duties, inappropriate personal use of District office equipment includes:
- Any personal use that could cause congestion, delay, or disruption of services to any government system or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. "Push" technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.
 - Using the District systems as a staging ground or platform to gain unauthorized access to other systems.
 - The creation, copying, transmission or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
 - Using District office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
 - The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
 - The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited.
 - Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of business transactions, sale of goods or services).

- Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity. State law makes it clear that a person improperly expending public funds for political purposes is personally liable to repay such funds. (*Stanson v. Mott* (1976) 17 Cal.3d 206.)
 - Use for posting District information to external newsgroups, bulletin boards or other public forums without authorization. This includes any use that could create the perception that the communication was made in one's official capacity as a District employee (unless appropriate approval has been obtained) or uses at odds with the District's mission or positions.
 - Any use that could generate more than minimal additional expense to the District.
 - The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.
- D. It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District office equipment for non-government purposes. If there is expectation that such personal use could be interpreted to represent the District, then an adequate disclaimer must be used. One acceptable disclaimer is – *“The contents of this message are mine personally and do not reflect any position of the District.”*
- E. Limited personal use is to occur only during an employee's non-work time, such as before or after scheduled work hours, lunch periods, weekends, or holidays.
- F. The types of equipment that may be used by employees for limited personal use include the following: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail.
- G. Use of District-owned cellular telephones, or other wireless telecommunication devices, shall be consistent with, and is governed by, the District's Cellular Telephone Acquisition and Use Policy.

3. SOCIAL MEDIA

- A. District Departments may utilize social media and social network sites to further enhance communications in support of District goals and objectives. Social media

facilitates further discussion of District issues, operations and services by providing members of the public the opportunity to participate in many ways using the internet.

- B. All District social media sites shall be (1) approved by a Department Manager or General Manager; (2) published using approved social networking platform and tools; and (3) administered by the designee of the Department Manager or General Manager. Designees can be any department employee or volunteer designated by the requesting Department Manager that has a complete understanding of this policy and has appropriate content and technical.
- C. All District social networking sites shall adhere to applicable state, federal and local laws, regulations and District policies.
- D. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
- E. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- F. The District reserves the right to restrict or remove any content that is deemed in violation of the policy or any applicable law.

4. DEPARTMENT RESPONSIBILITIES

- A. Ensure that their employees read and understand this policy, as well as the District's policies governing Internet, Network, Cellular Telephone, and E-Mail system access and use.
- B. All District employees using District technology covered by this policy, must sign this policy upon initial hire and on a reoccurring basis upon material changes to this policy, as recommended by the District Information Technology Committee and approved by the District Executive Officer. Such signature affirms their understanding, acceptance and adherence to this and the referenced policies on Internet, Network, Cellular Telephone, and E-Mail system access and use.

5. MONITORING AND RETENTION

District employees do not have a right, nor should they have an expectation, of privacy while using any District information technology at any time. The District retains the right to examine, retain, or limit the use of all electronic storage media, data files, logs, voice and data network transmissions, and programs used on District-owned computers and

other information processing technological equipment. In addition, by using this technology, employees' consent to monitoring, recording, and data retention requirements is implied with or without cause. However, the District recognizes that certain agencies have a duty of confidentiality imposed by law. For those agencies, in the event that data or data files must be accessed, confidentiality will be maintained.

Monitoring shall only be authorized by the District Executive Officer, the head of the affected department, or by a person specifically designated by the head of the affected department.

6. POLICY CHANGES AND EMPLOYEE DISCIPLINE

This Technology Use Policy is intended as a starting point and may be modified by the District to include additional restrictions. This policy is subject to conditions and limitations which may be imposed by the District Counsel whenever the District Counsel determines that any use of the District's technological tools covered by this policy is subject to applicable state or federal laws and regulations concerning electronically stored information. Any violation of this Technology Use Policy may result in disciplinary action.

I acknowledge that I have read, do understand, accept, and will adhere to the requirements of this policy.

Print Name

Date

Signature