

## **WEBER COUNTY MONITORING POLICY ACKNOWLEDGMENT**

All workplace technology including phone systems, computers, E-mail or Voice mail systems, audio systems, fax machines, cash registers, and surveillance video equipment are business equipment owned by Weber County. All communications and or activity on this equipment is considered property of the County. Employees should have no expectation of personal privacy when they use these County owned systems.

Communications on some County owned equipment may be subject to monitoring to insure that the technology is used properly. This monitoring will be done to facilitate quality control and to prevent customer and or employee misconduct. Any employee I.D. numbers or passwords used by employees are to prevent unauthorized access by other employees, and should not be considered as creating any right or expectation of privacy for the employee who uses the password. Employees are strongly advised not to share their I.D. numbers or passwords with any other employee. Sharing of this information could be grounds for disciplinary action.

No use of County equipment should involve material or comments which may be viewed as unprofessional, harassing, discriminatory, suggestive and or sexual in nature.

Video surveillance equipment in and around County owned property is for business related matters and for customer and employee protection. No employee or customer should have an expectation of privacy when in view of such equipment.

Employees violating this workplace policy are subject to disciplinary action up to and including termination.

I have read and understand this Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date