



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.19	Workplace Surveillance and Monitoring	11.28.2022

PURPOSE

Taylor County reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

1. Taylor County may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.
2. Employees should not have any expectation of privacy in work-related areas.
3. Employee privacy in non-work areas will be respected to the extent possible. Taylor County's reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-work-area privacy must be compromised.

Taylor County also may conduct other monitoring of its physical location, computer network or systems, electronic devices, vehicles, and/or other equipment. Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these Systems, they belong to the County and the contents of all communications are accessible by management for any business purpose. Communications sent via a personal device also may subject to monitoring if sent through the County's networks and the personal device must be provided for inspection and review upon request.

The County reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any County System for the purpose of preventing such monitoring.

The County reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN COUNTY SYSTEMS TO BE PRIVATE.

Equipment, including vehicles and/or electronic devices, such as cell phones, laptops, or tablets, assigned to you temporarily or permanently is subject to monitoring, including active monitoring such as GPS location monitoring. You should have no expectation of privacy with respect to the use of such equipment. Additionally, you may be asked to surrender the equipment with no notice for a variety of reasons including routine maintenance. Employees should contact their supervisor or the human resource (HR) department if they have questions about this policy.

No Unauthorized Recording In The Workplace Policy

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.

No employee may record, by any means, a conversation with another employee unless all of the following criteria are met:

1. A legitimate purpose for the recording.
2. A recording device in plain view.
3. Written authorization from the supervisor of the employee who wishes to record the conversation.

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of this provision may result in disciplinary action, including termination.

REFERENCE

POLICY

RESPONSIBLE DEPARTMENT

Human Resources

Sunset Date: None