



DATE January 8, 2020 Item #13

TO GCTD Board of Directors

FROM Alex Zaretsky *AGZ*
Human Resources & Risk Manager

Debbie Williams *DW*
Director of Human Resources

SUBJECT **Consider Approval of Two New Management Policies applicable to all Non-Union (Non-Represented) Personnel on Electronic Communications Computer Use and a Standards of Conduct Policy**

SUMMARY

Gold Coast Transit District will continue to grow as a public transit District, and to function effectively in today's workplace and business environment every organization must develop policies and procedures to protect its employees, business, customers, vendors and ensure that all employees are treated with respect and that a supportive work environment is created. Gold Coast Transit District (District) is no exception.

BACKGROUND

The District staff has developed two new policies applicable to non-union (non-represented) personnel. The first policy introduced is the Electronic Communications Computer Use Policy. This policy applies to all District non-represented employees, contract employees, volunteers or other non-employees who use electronic communications regarding District business. This policy is to ensure compliance with applicable State and federal laws related to the use of e-mail and all other forms of electronic communications. This policy will provide direction for the effective and productive use and the retention of the District's electronic communications systems including electronic mail (e-mail), text messaging and voicemail.

The second policy is a Standards of Conduct Policy, this policy informs all non-represented personnel on workplace conduct and the expectations required from them. This policy informs employees on the proper disclosure of information to others and also promotes the protection of the District on sensitive and confidential information.

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This policy also references the District's Procurement Ethics Code, and to abide by the applicable government laws, rules and regulations. This policy also informs the employee to report to the General Manager any information that they may become aware of that is detrimental to the District, and also to seek help and or advice from the General Manager when faced with a situation that is questionable or needs to be reported.

Both polices were approved by GCTD's Employment and General Counsel.

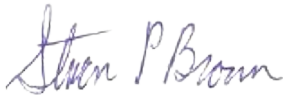
Exhibit A and B to this report is a full copy of both proposed polices for Board approval.

RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors approve the Two New Management Policies applicable to all Non-Union (Non-Represented) Personnel:

- A) Electronic Communications Computer Use Policy**
- B) Standards of Conduct Policy**

GENERAL MANAGER'S CONCURRENCE



Steven P. Brown
General Manager

Exhibit A



**ELECTRONIC COMMUNICATIONS
COMPUTER USE POLICY**
(Applicable to Non-Represented Personnel)

APPLICATION:

This electronic communications policy applies to all Gold Coast Transit District (DISTRICT) non-union (non-represented) employees, contract employees, volunteers or other non-employees who use electronic communications regarding District business. All such persons shall be referred to throughout this policy as "District personnel."

POLICY OBJECTIVES:

Ensure compliance with applicable State and federal laws and District policies related to the use of e-mail and all other forms of electronic communication.

Provide direction for the effective and productive use of the District's electronic communications systems, including electronic mail (e-mail), text messaging and voicemail.

Minimize disruptions to District business related to electronic communications.

GENERAL INFORMATION

1. Definition of "Official District Record"

"Official District Record" shall mean a "public record" as defined in the California Public Records Act (Cal. Gov. Code § 6250 et seq.):

"...any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics..."

"... 'Writing' means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored."

"Official District Record" may also include writings stored on the personal electronic messaging accounts (examples: cellphones, iPad etc.) of District personnel that substantially relate to the conduct of District business.

2. Definition of "District Business"

"District Business" means information relating to the conduct of the public's business or communications concerning matters within the District's jurisdiction such as,

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potential or pending District projects, past or prospective District agenda items, or District budgets or expenditures involving District funds.

3. E-mail may Constitute an Official District Record

E-mail and other forms of electronic communications, such as text messaging and voicemail, generate correspondence and other types of records that can be recognized as Official District Records and may be subject to disclosure under the Public Records Act. In addition, any Official District Records created through e-mail and other forms of electronic communications must be protected and retained in accordance with records retention laws.

Messages transmitted using the District's e-mail system or using District-owned equipment, such as cell phones or pagers with capabilities for text messaging and voice mail, should be messages which involve District business activities and contain information essential to accomplishment of business-related tasks, or can otherwise be recognized as Official District Records. However, the incidental use of electronic communications (e-mail, text, or voice) that may contain non-District related (personal) matters is permitted. This incidental use shall be limited and must not interfere with employee productivity or the provision of District services. Any incidental (personal) e-mail, text or voice messages are NOT considered public records, but may still be discoverable. All electronic communications are the property of the Gold Coast Transit District.

4. Social Networking and Official District Records

Communications regarding District business that are sent or received through any **social networking site** may also be subject to the Public Records Act and records retention laws. Until the District adopts and implements an official policy regarding social networking, all District personnel should be cautious in using social networking sites to communicate regarding District business. At a minimum, District personnel should notify social media users that their communications regarding District business may be subject to disclosure. In addition, District personnel **should caution all users that social media is not the official method of communicating with the District** and should direct users to contact the District via telephone, in writing, or through the District's website, using the "Contact Us" function.

5. District E-mail System is Not for Storage

The District reserves the right to retrieve and make proper and lawful use of any and all electronic communications transmitted through the District's e-mail system and any District-owned equipment. Although the use of electronic communications is considered official District business, the District's communication systems, including e-mail, text messaging and voicemail, are intended as a medium of communication only. Therefore, the e-mail system and any District-owned equipment such as cell phones and pagers should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official District Records. Regarding e-mail, the system administrator performs regular electronic back-ups of the District's e-mail system. However, the back-up is not a copy of all District e-mail activity that

occurred on the District e-mail server during the back-up period.

GUIDELINES FOR PROPER E-MAIL USAGE

- District e-mail access is controlled through individual accounts and passwords. It is the responsibility of District personnel to protect the confidentiality of his or her account and password information.
- District personnel are responsible for managing their mailboxes, including organizing and cleaning out any non-District related messages that do not constitute Official District Records. E-mail users are responsible for determining if e-mails contain substantive information regarding District business or may later be important or useful for carrying out District business, and thus could be considered as Official District Records.
- All District personnel must check and respond to their e-mails on a regular basis, preferably daily.
- District personnel are expected to remember that e-mail sent from District e-mail accounts is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct when drafting e-mail messages. E-mail messages should be drafted with the same care and in the same manner as any communication printed on District letterhead. Like any other District communication, e-mail is a reflection of the District's business practices.
- All messages transmitted over the e-mail system should be limited to those which involve District business activities or contain information essential to District personnel for the accomplishment of District-related tasks. Use of the District's e-mail system for personal communication must be kept to a minimum. "Spam" e-mail can be harmful to the District's computer system. Spam e-mail is electronic junk mail, usually unsolicited commercial and non-commercial messages transmitted as a mass mailing to a number of recipients. If an e-mail message does not pertain to District business, it should be deleted from your e-mail account and not forwarded. Examples include jokes, thoughts for the day, "chain" type e-mail messages, etc.
- E-mail messages should be easy to read and understand. Spelling and grammar should be correct. Avoid using abbreviations unless you are certain the recipient will understand the meaning.
- Messages should be sent to smaller rather than larger audiences where appropriate. Avoid "broadcasting" messages and large documents. E-mail should not be used for broadcast purposes unless the message is of interest or importance to all District personnel.
- Avoid long e-mail "chain" messages that include past e-mails attached to a current message. Deleting long strings of previous e-mail exchanges from your reply messages will enhance readability and save disk space.

- Limit designating e-mail as “high-priority” or “urgent” – use those designations only when necessary and appropriate.

PROHIBITED USES OF THE DISTRICT’S ELECTRONIC COMMUNICATIONS SYSTEMS

Electronic communications shall not be used for any activity that is a violation of local, state, or federal law. Types of messages prohibited from being transmitted through the District’s electronic communications systems include, but are not limited to, the following:

- Messages in support or opposition to campaigns for candidates for an elected office or a ballot measure.
- Messages of a religious nature or promoting or opposing religious beliefs.
- Messages containing language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
- Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities. For more information please refer to the District’s policies regarding harassment and discrimination.
- Messages used to send or receive copyright material, proprietary financial information or similar materials.
- Messages used for gambling or any activity that is a violation of local, state, or federal law.

ELECTRONIC COMMUNICATIONS AND PRIVACY

1. No Expectation of Privacy

District personnel have no right or expectation of privacy or confidentiality in any message created, sent, received, deleted, or stored using the District e-mail system or any District-owned communication devices. All messages and any attachments on the District’s computer network or other District-owned system or device are the property of the Gold Coast Transit District and may be accessed by authorized personnel. District electronic communications may be monitored as allowed by the Electronic Communications Privacy Act, the Federal Stored Communications Act, and any other applicable federal or State laws. Most communications among District personnel are not confidential communications. However, certain communications such as police investigations, personnel records, or attorney-client communications may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with the General Manager or District legal counsel.

2. No “Snooping”

It is a violation of this District policy for any District personnel to use the District’s electronic communications systems or equipment for purposes of satisfying idle

curiosity about the affairs of others. Abuse of authority by accessing another person's e-mail, text or voice messages without their knowledge or consent is prohibited. District personnel found to have engaged in such "snooping" may be subject to disciplinary action consistent with District policies.

3. Access Must Be Private

Notwithstanding the District's right to have authorized personnel access e-mail and other electronic messages, all electronic messages should be treated as confidential by other District personnel and accessed only by the intended recipient. District personnel are not authorized to retrieve, read or listen to any electronic messages that are not sent to them. Any exceptions must receive prior approval by the District General Manager or designee.

4. Use Caution with Confidential Information

All District personnel must exercise a greater degree of caution in sending confidential information on the District's electronic communications systems than they take with other media because of the risk that such information may be copied and/or retransmitted. When in doubt, **DO NOT USE E-MAIL, TEXT MESSAGING OR VOICEMAIL as a means of communication.** Furthermore, the use of passwords for security does not guarantee confidentiality.

5. Personal E-mail Accounts and Official District Records

The use of personal e-mail accounts to transmit messages regarding District business should be avoided by all District personnel. In the event that messages regarding District business are received by District personnel through their personal e-mail accounts, District personnel shall either: (a) copy ("cc") any communication from the personal electronic messaging account to a District electronic messaging account; or (b) forward the associated electronic communication to a District account no later than 10 days after the original creation or transmission of the electronic communication. E-mail messages in personal accounts that discuss District business may be considered Official District Records that are subject to the Public Records Act and records retention laws. Determining if an e-mail in a personal account is a public record will involve an examination of several factors, including: (a) the content of the record itself; (b) the context in, or purpose for which, the record was written; (c) the audience to whom the record was directed; (d) the purpose of the record; and (e) whether the record was prepared by District personnel acting or purporting to act within the scope of his or her employment.

District personnel are requested to use only their District e-mail accounts for sending/receiving e-mails regarding District business. District personnel shall ask persons sending electronic communications regarding District business to their personal account to instead utilize their District account. District personnel shall ask persons sending an electronic communication regarding non-District business to employee's personal or non-District electronic messaging account.

RECORD RETENTION AND DISCLOSURE

Electronic communications are a business tool which shall be used in accordance with generally accepted business practices and all Federal and State laws, including the California Public Records Act, to provide an efficient and effective means of interagency communications. Under most circumstances, communications sent electronically are public records, subject to disclosure under the Public Records Act and subject to records retention laws applicable to public agencies, including special Districts.

1. Electronic Messages as Official District Records

The District's e-mail, text messaging and voice mail systems are tools used for the temporary transport of communication, and as methods to send or receive correspondence. If an e-mail message or text message, including any attachments, can be considered an Official District Record, as defined by this Policy ("*any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics*"), such messages must be preserved for the legally required time period in accordance with the District's Records Retention Policy.

2. Automatic Deletion of E-mail

The District's e-mail management system automatically deletes District e-mails, including any text messages that become e-mails, which are more than **ninety (90)** days old from all Outlook folders of each District e-mail user. E-mail in "Deleted" and "Inbox" and "Sent" folders will be automatically removed after **ninety (90)** days.

3. Managing Your District E-mail

Individual District personnel are responsible for the management of their mailboxes and associated folders on a daily basis. To ensure maximum efficiency in the operation of the e-mail system, District personnel are directed to delete e-mail messages that are not Official District Records from their inboxes on a daily basis. Examples of such messages are personal e-mails, e-mail advertisements, announcements, or newsletters received via e-mail. If e-mail messages that are not Official District Records are necessary for transitory work, preliminary drafts, preparation of work product or personal notes, District personnel are directed to either print the e-mail and maintain the paper copy or create a PDF version of the e-mail (print to PDF) and store the file in an electronic folder on the District's network drive. If you need assistance, contact the GCTD IT Manager.

E-mail messages (including any attachments) that are Official District Records shall be preserved by one of the following methods:

- (A) Print the e-mail and place the printed copy in the appropriate file.
- (B) E-mail should not be stored on portable media (CDs, DVDs, thumb drives, etc.). Electronically move the e-mail out of the District's e-mail system and store it on

a network drive. Contact the Management Information Systems Department for available options.

It is the responsibility of individual District personnel to determine if an e-mail message is an Official District Record which must be retained in accordance with the District's Record Retention Policy. Below is a general guideline that can help you make the correct determination. Human Resources & Risk Manager can also assist you in making such a determination.

<i>E-mail Messages Generally Considered as Public Records (Retention)</i>	<i>E-mail Messages Generally NOT Considered as Public Records</i>
<ul style="list-style-type: none"> ❖ E-mail that is created or received in connection with official District business. <i>(Example: A request to add a consent calendar item to the Board of Directors meeting agenda.)</i> ❖ E-mail that shows how a District policy was created, or how a decision was made by District staff and/or the Board of Directors. <i>(Example: Messages between District personnel regarding the need for an e-mail retention policy.)</i> ❖ E-mail that begins, authorizes, or completes an item or a transaction of official District business. <i>(Example: Messages transmitting applications for review of improvement plans.)</i> ❖ E-mail that documents significant official decisions or commitments reached verbally (person-to-person, by phone or in conference) and not otherwise documented in District files. <i>(Example: Messages describing informal negotiations with property owners.)</i> 	<ul style="list-style-type: none"> ➤ Personal messages and announcements not related to official District business. <i>(Example: Announcements of birthday celebrations or invitations to lunch.)</i> ➤ "Spam" e-mails, advertisements, "junk" e-mails. ➤ Duplicate documents (copies or excerpts – not originals) distributed by e-mail for convenience or reference. <i>(Example: Copies of a staff meeting agenda distributed via e-mail and also provided in hard copy.)</i> ➤ E-mails that include preliminary draft information, or have draft documents attached, if the drafts are not retained in the ordinary course of business after the final document is prepared. (Gov. Code § 6254, subd. (a).) <i>(Example: Draft versions of an agenda report that are discarded after the final report is prepared and incorporates all of the draft versions and comments.)</i>

4. E-Mail Attachments

Attachments to e-mail messages should be retained or disposed of according to the content of the attachment itself, not according to the e-mail transmitting the attachment. Many e-mail attachments are simply duplicates of existing documents or are draft versions of documents that are not retained by the District after the final version of the document is complete. If you need help in determining whether an attachment to an e-mail message must be retained, please contact the Human Resources & Risk Manager.

5. Preserving Electronic Messages

Public Records Act Requests, Subpoenas, Claims, and Potential Claims Against the District

Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as subpoenas or court orders for documents. In the event such a request or demand includes electronic messages, District personnel who have control over or access to any such messages, once they become aware of the request or demand, shall use their best efforts, by reasonable means available, to temporarily preserve any such message until it is determined whether the message is subject to preservation, public inspection or disclosure. District personnel must contact the Human Resources & Risk Manager regarding any such messages that are within their control.

VIOLATIONS

Any person found to have violated this policy may have his or her access to District e-mail, text messaging or other means of electronic communication on District equipment limited or revoked completely. District personnel who violate this policy may be subjected to formal disciplinary action up to and including termination from District employment.

ELECTRONIC COMMUNICATION USAGE AND RETENTION POLICY ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I have received a copy of the District's "**Electronic Communication Usage and Retention Policy.**" I understand that it contains important information on the District's policies regarding the use of the District's Electronic Communication Systems and my obligations and responsibilities as a non-union (non-represented) employee, contract employee, volunteer or other non-employees.

I acknowledge that I have read, understand and promise to adhere to the District's **Electronic Communication Usage and Retention Policy.** I understand that the provisions in the Policy govern my use of the District's Electronic Communication Systems and that the District, in its sole and absolute discretion, may change, rescind, or add to this Policy from time to time, with or without prior notice to me.

Print Name

Date

Signature

This document shall be signed and placed in the Human Resources and Employee's files.



**STANDARDS OF CONDUCT POLICY
(Applicable to Non-Represented Personnel)**

To function effectively, every organization must develop policies and procedures to protect its employees, business, customers, vendors and ensure that all employees are treated with respect and a supportive work environment is created. Gold Coast Transit District (District) is no exception. Conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated.

This policy applies to all Gold Coast Transit District (DISTRICT) non-union (non-represented) employees, contract employees, volunteers or other non-employees regarding District business. All such persons shall be referred to throughout this policy as "District personnel."

Violation of this Standards of Conduct Policy may lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including discharge. The following is a non-exhaustive list of conduct that may violate this Policy:

- (A) Disclosure of information regarding conflicts, investigations, or other management level handling of cases involving employees;
- (B) Not abiding by the District's Procurement Ethics Code;
- (C) Not promoting the protection of the District, on sensitive confidential information;
- (D) Performing or encouraging non-conformance with applicable governmental laws, rules and regulations;
- (E) Not complying and or abiding to confidentially;
- (F) Engaging in wrongdoing, for example:
 - Falsifying records;
 - Engaging in fraud or misrepresentation;
 - Engaging in misconduct or misconduct that is undermining to the District, its management, employees and/or the Board of Directors;
 - Not knowing the difference between information that may be disclosed and confidential information that may not be disclosed to others and the legally asserted privileges of non-disclosure;
 - Removing District property from the premises without authorization;
 - Stealing or attempting to steal the District's or other employee's personal property;
 - Being habitually tardy or absent without authorization and/or without a valid reason;
 - Engaging in poor timekeeping;
 - Fighting on the District's property at any time;
 - Being under the influence of intoxicating substances on the District property at any time;
 - Being insubordinate and/or unfairly treating others;
 - Using or abusing District's time, property, materials, or equipment without authorization;

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- Using offensive or profane language on District premises;
- Bringing dangerous or unauthorized weapons onto the District's premises;
- Defacing and/or damaging the District's property;
- Engaging in criminal activity;
- Violating or abusing District's policies;
- Neglecting job duties; and
- Bringing the District and organization into serious disrepute.

This should not be treated as an exhaustive list.

A. Honest and Ethical Conduct

- A.1. The District's policy is to promote high standards of integrity by conducting its affairs honestly and ethically.
- A.2. District personnel must act with integrity and observe the highest ethical standards of business conduct in his or her dealings with the District's customers, suppliers, partners, service providers, competitors, employees and anyone else with whom he or she has contact in the course of performing his or her job. Treat everyone with dignity and respect.
- A.3. The District may consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee. It is up to the District's Senior Management to decide whether the corrective action, up to and including dismissal, is appropriate.

B. Abide by the District's Procurement Ethics Code:

- B.1 The District's employees are prohibited from making, participating in, or in any way attempting to use their District employment to influence a District decision in which they know or have reason to know they have a financial interest.
- B.2 No employee of the District involved in purchasing shall use confidential information for his or her actual, anticipated, or apparent personal gain, or for the actual, anticipated, or apparent personal gain of any person related to such employee. "Confidential Information" is defined as any proprietary, privileged, or nonpublic information, coming to the employee's attention as a result of employment by District, the knowledge of which makes financial gain possible.
- B.3 District employees, officers and/or directors, members of their immediate families, their partners or an organization that employs or is about to employ the employee, officer and/or director, his/her immediate family and/or his/her partner, shall not be financially interested in any District contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity.

The standards governing the determination as to whether a financial interest exists are set forth in Sections 1090, 1091, and 1091.5 of the California Government Code.

- B.4 No Director, officer, employee or agent of District knowingly shall solicit, accept, or agree to accept gratuities, favors or anything of more than a nominal monetary value in connection with actual or potential procurement and contracting activities. Under this policy, the term "nominal monetary value" shall be defined as a value of fifty dollars (\$50) or less.
- B.5 District employees and consultants shall conduct themselves as follows whenever the employee or consultant has, or may have, a financial interest in making or participating in making any governmental decision:
- Employees: An employee shall immediately report the nature of the matter and the existence of a conflict to his or her supervisor or manager so that the work may be assigned to another person or so that other appropriate action may be taken.
- Consultants: The consultant shall immediately report the nature of the matter and the existence of the conflict to the General Manager, who shall determine the appropriate action to be taken.
- B.6. The General Manager or his/her designated representative shall review every procurement to identify and prevent real and apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under an existing or proposed contract or subcontract may, without some restrictions on future activities, result in or may result in an unfair competitive advantage to the actual or potential contractor or subcontractor or impair their objectivity in performing work under the contract or subcontract.

C. Disclosure

- C.1. Non-disclosure, to treat specific information (verbally and physically) from disclosure to others without proper authorization, items that are protected from disclosure under the Public Records Act, and, or Attorney Client privileges.
- C.2. Disclosure, specific information not protected under non-disclosure. All management employees must be aware what constitutes disclosure and non-disclosure.
- C.3. District personnel must be (a) be familiar with and comply with the District's disclosure controls and procedures, and (b) when it doubts seek assistance from Counsel or the General Manager; and (c) Take all necessary steps to ensure that all public announcements communications are channeled to District's Planning and Marketing Department and the Marketing and Communications Manager.
- C.4. District personnel must report to senior management any information that they become aware of that is detrimental to the District, it's employees, or the Board of Directors.

D. Compliance with applicable governmental laws, rules and regulations

- D.1 District personnel should comply, when conducting business on behalf of the District, both in letter and spirit with all applicable laws both in Federal and State, including the rules and regulations and ordinances of cities and counties.
- D.2. Although not all District personnel are expected to know the details of all applicable laws, rules and regulations, it is important to know enough to determine when to seek advice from appropriate personnel. Questions about compliance should be addressed to the General Manager whom on turn will advise the employee on the appropriate resources for the answers.
- D.3. No employee may purchase or sell any District property without the approved permission while in possession and it is against District's policy for any management employee to obtain or use the District public property for their personal gain or private use.

E. Confidentiality

District personnel should maintain the confidentiality of information entrusted to them by the District's senior management, management and or the Board of Directors, except when disclosure is expressly authorized or is required or permitted by law. Confidential information includes all non-public information (regardless of its source).

F. Conduct Not Prohibited by This Policy

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

STANDARDS OF CONDUCT POLICY
(Applicable to Non-Represented Personnel)

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the Gold Coast Transit District's, Expected Standards of Conduct Policy, dated January 8, 2020, and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Gold Coast Transit District's employees to work together effectively on assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Print Name

Signature

Department Title & Employee Number

Date

This document shall be signed and placed in the Human Resources and Employee's files.