



BOROUGH OF BOGOTA

PERSONNEL POLICIES AND PROCEDURES MANUAL

2018-19

The Borough of Bogota is an Equal Opportunity Employer

- ***No Smoking Policy***

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Borough has adopted a smoke-free policy for all buildings. Borough facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Borough buildings. Employees are permitted to smoke only outside Borough buildings and such locations as not to allow the re-entry of smoke into building entrances. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

- ***Use of Vehicles Policy***

Unless an employee receives permission from the Borough Administrator, Borough owned vehicles shall be used only on official business and all passengers must be on Borough business. Vehicles may be taken home only with the advance approval of the Borough Administrator except a department head may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Borough vehicle, it is to be used only for official Borough business and any other use is not permitted. At no time shall children be in the Borough vehicle or go out-of-state without express written consent from the Administrator. Any violation of this policy constitutes cause for disciplinary action.

- ***Telephone Usage Policy:***

Borough telephones are for official business and employees may make a personal call only to inform their family of unexpected matters related to employment. Any toll charges for other personal calls must be reimbursed to the Borough. The use of hand-held cell phones while driving Borough vehicles or while driving on Borough business is prohibited. Personal cell phone use during working hours should be limited.

- ***Communications Media Policy****

The Borough's Communication Media are the property of the Borough and as such are to be used for legitimate business purposes only. For purpose of the Communication Media Policy, "Communications Media" includes all electronic media forms provided by the Borough such as cell phones, smart phones, computers, electronic tablets, access to the internet, voice mail, email and fax. All data stored on and / or transmitted through Communications Media is the property of the Borough. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports, and printed or microfiche materials which serve a Borough business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough's mainframe, midrange or workstations: servers, routers, gateways, bridges, hubs, switches or other hardware components of the Borough's network.

The Borough respects the individual privacy of its employees. However, employee communications transmitted by the Borough's Communication Media are not private to the individual. *All Communications Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough. The Borough reserves the absolute right to access, review, audit, and disclose all matters entered sent over, placed in storage in the Borough's Communication Media.* By using the Borough's equipment and / or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough personnel. The existence of passwords does restrict or eliminate the Borough's ability or right to access electronic communications. However, the Borough cannot require the employee to provide its password to his or her personal account.

All email, voicemail and internet messages (including any technology – based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough are required to use the assigned municipal email accounts for ANY Borough business and correspondence. The use of private email accounts for ANY Borough business or during business hours is strictly prohibited.

Employees can only use the Borough Communication media for legitimate business purposes. Employees may not use the Borough's Communication Media in any way that is defamatory, obscene or harassing or in violation of any Borough rules or policy. Examples of forbidden transmissions or downloads include sexually explicit messages: unwelcome propositions: ethnic or racial slurs: or any other message that can be construed to be harassment or disparaging others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically stored data must use a logon ID assigned by the Borough. Certain data, or applications that process data, may require additional security measures as determined by the Borough. Employees must not share their passwords: and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Borough has given permission. All employees must take appropriate actions to ensure that the Borough data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not retrieve any information technology resource or store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough's computing environment.

Employees may not install or modify any hardware device, software application, program code, either active or passive, or a portion thereof without the express written permission from the Borough. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside the Borough or licensed to the Borough. Employees shall observe the copyright and licensing restrictions of all software applications and

shall not copy software from internal or external sources unless legally authorized.

Social Media and its uses in government and daily life are expanding each year, however, information posted on a website is available to the public: therefore, employees must adhere to the following guidelines for their participation in social media. Only those employees directly authorized by the Borough Administrator may engage in social media activity during work time through use of the Borough Communications Media as it is directly related to their work and it is in compliance with this policy.

Employees may not reveal or publicize confidential Borough information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant information, and intelligence and tactical operation files.

No Borough employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and or actual documents themselves without the prior approval of the Borough Administrator. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough's Communication Media to any person entity, business or media or internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in emergency situations, "Employees are prohibited from taking digital photographs with media equipment not owned by the Borough. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes. And the employee does not have access to the Borough's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough and ensure its permanent deletion from media device upon direction of the Borough

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough or on behalf of the Borough whether through use of the Borough's Communication Media or otherwise, may be issued unless it has first been approved by the borough Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough. Such unauthorized communication may result in disciplinary action.

Because postings placed on the Internet through use of the Boroughs Communication Media will display on the Borough's return address any information posted on the Internet must reflect and adhere to all of the Borough's standards and policies.

All users are personally responsible for messages that they originate or forward using the Boroughs

Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough, and the employee is expressing only their personal views. For Example: *"The views expressed on this website / web log are mine alone and do not necessarily reflect the views of my employer"*. Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough or the Borough's business. Employees must keep in mind that, if they post information any communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) without a legitimate authorized purpose and authorized by the Borough Administrator is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public and other third party rights. Any use of the Borough's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough, is strictly prohibited. To minimize the risk of copyright violation, employees should provide references to the source(s) of information used and cite copyrighted work's identified in online communications.

To the extent that employees use social media outside of their employment and is so doing employees identify themselves as Borough employees, or if they discuss matters related to the Borough on a on a social media, employees must add a disclaimer on the front page, that it does not express the views of the Borough and the employee is expressing their own personal views. For example: *"The views expressed on this website / web log are mine alone and do not necessarily reflect the views of my employer"* Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough or the Borough's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough policy and or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough employees have the right to engage in or refrain from such activities

1. Statement of purpose. Access to the Internet has been provided to public employees for the benefit of the Borough of Old Tappan and its residents. It allows employees to connect to information resources around the state, the country and the world. Every employee has a responsibility to maintain and enhance the township's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the township's public image, the following guidelines have been established for using the Internet.

2. Acceptable uses of the Internet. Employees accessing the Internet are representing the Borough. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Databases may be accessed for information as needed. E-mail may be used for business contacts.

a) **Unacceptable uses of the Internet.** The Internet should not be used for personal gain, advancement of individual views, or any personal use. Solicitation of non-Borough business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity.

b) **E-Mail communications.**

i..All employees are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system.

ii. Notwithstanding the Borough's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the Borough Administrator. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords and login names must be submitted to the Borough Administrator. No codes may be used that are unknown to the Borough Administrator.

3. Software. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Borough Administrator or someone authorized to do so by the Borough Administrator.

c) **Copyright issues.** Copyrighted materials belonging to entities may not be transmitted by Borough employees on the Internet. One copy of the copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

d) **Security.** All messages created, sent or retrieved over the Internet are the property of the Borough of Old Tappan. The Borough reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not

guarantee confidentiality. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

- e) **Harassment.** Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preference may be transmitted.
- f) **Violations.** Violations of any guidelines listed above will be presented to the department supervisor and/or the Borough Administrator. It may result in disciplinary action up to and including termination. If necessary, the Borough will advise appropriate legal officials of any illegal violations.

Video Surveillance*

The Borough may install video surveillance cameras systems within public buildings and throughout public areas within the Borough, primarily as visual deterrents of criminal behavior and for the protection of employees and Borough assets. In implementing these video camera systems the Borough will ensure compliance with federal, state and local laws governing such usage.

The Borough's video surveillance camera systems are a significant tool to which the employees of the Borough will avail themselves in order to complete the goals and objectives of the Borough. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Boroughs designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Boroughs video surveillance camera systems or tamper with access, archive, alter, add, to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific and legitimate purpose and (2) permission from the designee of the Borough.

The Borough shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individual who views / accesses a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in contravention of this policy and / or potential privacy breach has the responsibility to ensure that the Chief of Police, Superintendent of DPW or the Borough Administrator is informed of such breach.

- ***Bulletin Board Policy****

The bulletin boards located in the Borough administrative building and other facilities are intended