

515 Workplace Monitoring

Effective Date: 05/07/2018

From time to time, we conduct workplace monitoring to ensure quality control, employee safety, security, and customer satisfaction.

We reserve the right to monitor your computer, Internet, and e-mail usage as described in our Electronic Communication Devices & Services policy, including any personal usage to which you may put our systems, networks, or equipment.

We may monitor your telephone conversations or text messages if you have County-owned phones, including cell phones. Telephone calls may be recorded by employees participating in the call if a record of the conversation is material to a job duty being performed or to protect the safety of county employees.

We may conduct video surveillance of non-private workplace areas to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence. Any such video surveillance may include audio recording, as well.

We may also use GPS units on vehicles to help us track the times, locations, and routes you may drive in connection with work, for safety, efficiency, and compliance purposes.

We perform workplace monitoring in an ethical and respectful manner, and we are sensitive to the privacy concerns of employees.