EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4009.2.1

POLICY REGARDING USE OF EASTCONN RESOURCES/PROPERTY

It is the policy of the EASTCONN Board of Directors that EASTCONN resources/property shall be used solely for the conduct of official EASTCONN business. EASTCONN resources/property shall not be used for personal or individual/private business matters. It is the responsibility of each program manager and supervisor to ensure that all employees of EASTCONN are cognizant of, and comply with, this policy.

For purposes of this policy, employees shall include but not necessarily be limited to:

- Full and part time staff members;
- Contractors who have access to EASTCONN property;
- Student interns and student workers, both paid and unpaid; and
- Volunteer workers.

EASTCONN resources/property includes, but is not limited to, services, electronic devices, personal computers (including e-mail and the Internet), office equipment, vehicles, telephones, photocopy machines, facsimile machines, office supplies, credit cards, mail delivery and receiving of personal items at the workplace.

All EASTCONN property must be used properly and maintained in good working order. Employees who damage, lose, steal, or misuse EASTCONN property may be personally liable for replacing or repairing the item.

Employees must use EASTCONN computer systems and technology only for business purposes in accordance with EASTCONN's Technology Acceptable Use Policy. Using e-mail or the Internet for personal, non-business, purposes is prohibited. Users are bound by the EASTCONN Technology Acceptable Use Policy, which includes the prohibition of any use of software that violates the terms of the License Agreement issued by the copyright holder. A copy of the EASTCONN Technology Acceptable Use Policy can be found on the Internet at:

https://www.eastconn.org/our-agency/eastconn-board/agency-policies

Regarding the use of telephones, while personal calls on occasion and of brief duration are understandable, employees should be aware that extensive numbers of such calls and/or calls of long duration would be considered misuse of EASTCONN time and equipment. In addition, telephone calls, which are not accepted and paid for by EASTCONN, are:

- Long distance calls unrelated to EASTCONN business
- Third party billing (a call made from other than an EASTCONN telephone to another telephone and billed to an EASTCONN number)
- Collect calls of any kind

Bulletin boards are reserved for the exclusive use of EASTCONN for posting work related notices or notices which must be posted pursuant to local, state and federal law. From time to time, EASTCONN will post special notices and information for employees on the bulletin boards. Please check the boards regularly for such notices. Employee postings are not permitted.

Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information or file maintained in or on EASTCONN property or transmitted or stored through EASTCONN computer systems, voice mail, e-mail or other technical resources. If, during the course of their employment, employees perform or transmit work on EASTCONN computer systems or other technical resources, that work may be subject to investigation, search and review in accordance with this policy and the Technology Acceptable Use Policy. In addition, any electronically stored communications that are either sent to or received from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of EASTCONN.

EASTCONN reserves the right, at all times and without further notice, to inspect and search all EASTCONN property for the purpose of determining whether this policy or any other policy of EASTCONN has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

Further, to protect EASTCONN's legitimate business interests, EASTCONN reserves the right to question and inspect or search any employee or other individual entering or leaving EASTCONN premises, with or without notice. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, et cetera. The individual may be requested to display the contents of any packages and/or turn out his or her pockets, et cetera, in the presence of a representative of EASTCONN, typically a management employee of the same gender.

Failure to adhere to this policy may result in appropriate disciplinary action, up to and including dismissal. In addition, EASTCONN may advise appropriate legal officials of any illegal violations.

Employees are encouraged to report any observed violations of this policy to their supervisor, HR department, or through the established reporting channels.

Questions or concerns regarding this policy, should be directed to Melanie Marcaccio, Director of Human Resources, at phone number 860-455-1630.

ADOPTED: February 27, 2024

REVISED: