

**WORKPLACE MONITORING 515**

*Effective Date: 02/01/2016*

Workplace monitoring may be conducted by Cass County to ensure quality control, employee safety, security, and customer satisfaction.

Employees with County-owned cell phones may have their telephone conversations or text messages monitored.

Electronic communication devices and services (including phones, computer and network-related hardware, fax and copy machines, printers, scanners, other peripheral devices, phone systems, e-mail system, Internet access, voicemail, instant messaging, and access to network services furnished to employees) are the property of Cass County, and are intended for business use. As a result, employees have no right to privacy for any uses to which they may put the electronic communication devices and services we have provided them. Similarly, Cass County reserves the right to monitor any and all use to which our equipment, networks, or resources may be put, regardless of whether the use is personal in nature, or occurs during non-working time.

Cass County may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Cass County may also utilize GPS units and/or other monitoring devices (for speed, braking, etc.) on vehicles employees are using for work purposes. The use of GPS units is intended to help us track the times, locations, and routes employees may drive in connection with work, for safety, efficiency, and compliance purposes.

Because Cass County is sensitive to the understandable privacy expectations of employees, reasonable efforts will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.