

of the County. Employees who do not give and work the proper notice or who are terminated for disciplinary reasons will not be paid for accumulated but unused annual leave.

Involuntary Termination. All employees of the County are at-will employees and, therefore, the County may unilaterally terminate an employee's County employment with or without reason and with or without notice. The value of an employee's accrued but unused leave will be paid to the employee at termination only if: (1) the employee gives and satisfactorily completes the applicable two- or four-week notice period; or (2) in the case of the employee's discharge by the County, the employee is not discharged for disciplinary reasons as determined by the County.

Financial Exigency Termination. The County may terminate the employment of any individual whose position is dependent upon funding by an agency other than the County wherein such funding is declined, withheld, or withdrawn. The County may also terminate the employment of any individual whose position is funded by the County's annual operating budget, but where funding for the position is eliminated, redesigned, withheld, or withdrawn by action of Council because of financial exigency.

Layoff or Reduction in Work Force Termination. The County may terminate the employment of an individual when financial exigency, reallocation of resources, job obsolescence, or other conditions necessitate or warrant a layoff or reduction in the County work force.

Media Spokesperson

The County Administrator is authorized to speak on behalf of the County to the media. From time-to-time, the County Administrator may expressly and specifically designate a particular person to speak on behalf of the County to the media. Unless expressly and specifically designated by the County Administrator, an employee is not authorized to provide statements or responses on behalf of the County to the media. If a member of the media contacts an employee, the employee should direct the media to the County Administrator.

Workplace Privacy and Computer Internet Use

The workplace is intended to be a place of work. An important part of work is communications and record keeping. Each employee must understand that personal items and personal communications received or stored on County premises are not entitled to a right of

privacy. The County reserves the right to search County property and documents in employee desks, lockers, file cabinets, etc.

Use of Communication and Computer Systems

The County provides electronic and telephone communication and, when necessary, computers to employees. Although assigned to the employee, these items are County property. Similarly, any computer files created on a County computer belong to the County. Employees are prohibited from using County computers for personal business without the express written permission of the Administrator. This includes but is not limited to the transmission of mass or bulk emails and any non-County related materials. Unauthorized programs and files may not be used on County computers without the written permission of the IT Director. The County reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in County electronic systems.

Prohibited Activities. The following activities are specifically prohibited:

- Downloading or uploading any material which may be viewed as offensive or harassing to a reasonable employee or customer;
- Violating copyright laws;
- Using threatening or obscene material;
- Distributing material protected by trade secret;
- Utilizing the County's system for commercial purposes;
- Sending or soliciting sexually-oriented messages or images is prohibited;
- Violating the County's IT Policies and Procedures;

Should you enter a prohibited site in error, you must notify the Systems Administrator immediately.

No Right to Privacy. All employees should be aware that, because the electronic communications systems are designed for business use to serve the County's clients or customers and conduct other County business, the County may from time to time access and review e-mail and/or text messages. In addition, because of the nature of the computer system's technology, the e-mail system stores e-mail messages sent and all messages likewise are maintained on tape backup. For this reason, e-mail messages cannot be considered private by the employee.