

RESOLUTION NO. 130-04

A RESOLUTION AMENDING RESOLUTION 94-04, TO AMEND CHAPTER 8.6, PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS, OF THE MASON COUNTY PERSONNEL POLICIES


WHEREAS, Mason County has amended the Electronic Communications Utilization policy which is referred to in the Mason County Personnel Policies, Chapter 8.6;

NOW, THEREFORE BE IT RESOLVED by the Board of Mason County Commissioners to amend Chapter 8.6 of the Mason County Personnel Policies as follows:

..."The County also furnishes computers, voice mail, facsimile (fax) communications, electronic mail (E-Mail), data and file transfers using electronic means and Internet access for use in conducting County business only. ...County electronic communications systems are not for personal use. (See Resolution No. 129-04 attached as Appendix A for further information on the Mason County Electronic Information Acceptable Use Policy.)" Attached is an amended Page 28 for the Mason County Personnel Policies.

Dated this 21st day of December 2004.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

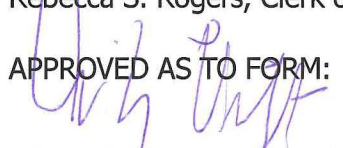

Wesley E. Johnson, Chairperson

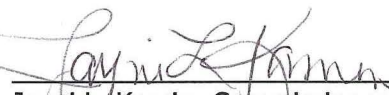
ATTEST:


Rebecca S. Rogers, Clerk of the Board


Herb Baze, Commissioner

APPROVED AS TO FORM:


Chief Deputy Prosecuting Attorney
Michael Clift


Jayni L. Kamin, Commissioner

C: All Departments

- (4) Within five (5) working days of receipt of a request for hearing the County shall apply to the State Office of Administrative Hearing's for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

Policy Implementation: The Board of County Commissioners is responsible for implementing these policies and procedures. This includes posting the policy on County bulletin boards, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

8.4 POLITICAL ACTIVITIES

County employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on County time or in a County uniform or while representing the County in any way.

Any County employee who meets with or may be observed by the public or otherwise represents the County to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on County property or County time, for a contribution for a partisan political cause.

8.5 NO SMOKING POLICY

For health and safety considerations, the County prohibits smoking by employees in all County facilities, including County-owned buildings and offices or other facilities rented or leased by the County, including individual employee offices unless a location has been designated as a smoking area. Smoking is also prohibited in County vehicles if any occupant is a non-smoker.

8.6 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The County furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. Desks, closets, lockers, cabinets and furniture are county property for the purpose of county operations.

The County also furnishes computers, voice mail, facsimile (fax) communications, electronic mail (E-Mail), data and file transfers using electronic means and Internet access for use in conducting County business only. Because these systems are for County business, none of the communications or information transmitted or stored on these systems is private and may be reviewed by the County and otherwise may be subject to public disclosure. County electronic communications systems are not for personal use. (See Resolution No. 129-04 attached as Appendix A for further information on the Mason County Electronic Information Acceptable Use Policy)