

Metro | *Policies and procedures*

Subject Metro Resources: Acceptable Use
Section Human Resources; Financial and Regulatory Services
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

The equipment, supplies and resources of Metro are public assets that are entrusted to Metro employees to be used for public purposes. All Metro employees have a responsibility to ensure that all Metro property is used to support and further Metro's mission.

Applicability

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Equipment, Supplies and Resources: All tangible and intangible assets of Metro. This includes tangible property such as computers, tools, printers, copiers, vehicles, office supplies, furniture, facilities and any other physical assets. It also includes intangible assets such as data services, email, software, long distance calling services, confidential information, and employee time and labor.

Guidelines

1. Metro assets made available to Metro employees during the course of their duties are to be used exclusively for the public purposes of Metro. Metro assets should not be borrowed or removed from Metro facilities for personal purposes. Items that are inadvertently removed from Metro should be returned to Metro upon discovery.
2. Metro employees should take appropriate action to ensure that Metro assets are properly maintained and protected from damage or destruction.
3. Metro assets used by Metro employees while off-site should be used solely for public purposes and should be promptly returned to Metro when the off-site activity is concluded.
4. Metro's internal data systems and services are provided exclusively for Metro purposes. Using Metro's technology resources for personal purposes is permitted only a very limited basis consistent with Metro's Information Technology: Acceptable Use policy and department work rules.

5. The time and labor of Metro employees during paid work time should be used to achieve Metro's goals and purposes and to further Metro's mission.
6. Employees should not use confidential information gained during the course of their Metro duties for personal advantage or benefit.
7. Employees have no right to expect privacy in the use of Metro property, including but not limited to information and materials kept on the Metro information system.

Responsibilities

Employees:

- Use Metro property under your control for public purposes as required by this policy and the Information Technology: Acceptable Use policy.
- Report any observed violations of this policy to Metro management.

Supervisors:

- Ensure that all Metro property is used for public purposes as required by this policy and the Information Technology: Acceptable Use policy.
- Ensure that the time and efforts of Metro employees under their supervision are used exclusively for public purposes.
- Work with Human Resources to address any reported abuse of this policy.

Human Resources:

- Investigate complaints of suspected misuse of Metro property.
- Take appropriate action based on the result of any investigation into reported misuse.

References

Information Technology: Acceptable Use policy