OFFICE OF THE MAYOR
City of Middletown
CONNECTICUT 06457

Daniel T. Drew
MAYOR

ELECTRONIC MONITORING POLICY

Pursuant to Connecticut General Statute, Section 31-48d and Public Act 98-142, An Act Requiring Notice to Employees of Electronic Monitoring by Employers, employers engaged in electronic monitoring are required to give prior notice to employees. City of Middletown employees should recognize that their work activities and communications might be subject to electronic monitoring.

"Electronic monitoring" is defined as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) while in City municipal facilities and other locations where City business is conducted, except Section 31-48b, C.G.S. prohibits any such monitoring or recording in areas designed for health or personal comfort of the employees or for safeguarding of their possessions, such as restrooms, locker rooms, or lounges.

Employees should understand that their activities involving City computer equipment and computer and/or electronic documents, data and communications, including voice, e-mail and Internet usage, are subject to being monitored, recorded, and reviewed. Anyone who abuses these resources by sending or receiving chain letters, pornography, or other materials unrelated to our business is subject to disciplinary action up to and including termination.

Employees should be aware of the fact that "deleting" an item does not mean that the item cannot be monitored and reviewed. As a result, files, data, and messages in the system are subject to access and review and are not confidential, despite any information to the contrary in literature or instructions describing the systems. There is no reasonable expectation of privacy with respect to the use of these systems and information received or stored.

Employees will not be subject to electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal law.

Section 31-48d prohibits an employer, except under limited circumstances, to electronically monitor without giving written notice to the employee. The only exception to this policy will be the telephone monitoring of Police investigative lines, which may only be monitored by sworn Police personnel.

Personal recording devices that are used to record conversations with individuals without that person's knowledge and/or consent are prohibited. Violation of this provision of this policy is subject to discipline up to and including termination.

Employee questions about this policy can be addressed to Mr. Eldon Bailey, Acting Director of Information Systems, at 860.638.4991. The Office of Equal Opportunity and Diversity Management is responsible for the implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

DANIEL T. DREW, MAYOR

6/29/16
Date Approved

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