



# ELECTRONIC COMMUNICATION POLICY

PM-62-21

## Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

---

---

### I. PURPOSE AND SCOPE

The intent of this policy is to prevent improper transmission and/or misuse of the City's electronic mail, facsimile mail, voice mail, Internet, and other electronic communication tools. The policy covers all City of Memphis employees at all City worksites.

### II. POLICY STATEMENT

- A. E-mail, facsimile mail, voice mail, Internet, and other electronic communication tools are City property, intended to enhance communication and not intended for personal use.
- B. The use of E-mail, facsimile mail, voice mail, Internet, and other electronic communication tools for communication are commensurate with the employee's authority or right to share information that is normally under their assigned area of responsibility.
- C. Only the Mayor, Chief Administrative Officer, Director of Finance, and Director of Human Resources have authority to communicate with all employees via electronic communication tools. No other employee of City Government has the authority to send correspondence to all employees of City Government.

### III. PRIVACY ISSUES

Although the City of Memphis is committed to privacy and E-mail is password protected, there are no guarantees that E-mail messages, facsimile mail messages, and messages generated by other electronic communication tools will reach only and/or be read by the intended addressee. Therefore, employees are cautioned to consider the appropriateness of transmitting confidential information (legal/personnel, etc.) using such electronic communication tools.



# ELECTRONIC COMMUNICATION POLICY

PM-62-21

## Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

---

---

### IV. DISCIPLINE

- A. Any employee of City of Memphis Government who fails to abide by this policy shall be subject to disciplinary action up to and including termination.
- B. Any supervisor who has knowledge that an employee has violated this policy and who fails to take appropriate action shall be subject to disciplinary action up to and including termination.

### V. RESPONSIBILITY

All Division Directors of City of Memphis Government shall make their employees aware of the City's Electronic Communication Policy, and shall post this policy on all employee bulletin boards located within their Division.

### REFERENCE CORRESPONDING POLICY

- PM-38-02                      GROUNDS FOR DISCIPLINARY ACTION