

RESOLUTION NO. 530

A resolution by the Governing Body, adopting the revised, updated Article XII of the Personnel Regulations for the Employees of the City of Columbus, Kansas.

WHEREAS, the City has updated its personnel policy regarding security access to City facilities.

WHEREAS, the revision amending Article XII of the Personnel Regulations for the Employees of the City of Columbus, Kansas, incorporates the City's security access policy.

NOW THEREFORE, be it resolved by the Governing Body of the City of Columbus Kansas, that Article XII of the Personnel Regulations for the Employees of the City of Columbus, Kansas, shall be revised and amended at Section XII-11 as follows:

XII-11 City property, equipment and security access.

Personal or private use of City property or equipment is strictly prohibited. Violation of this provision by an employee is grounds for disciplinary action.

A. The City's e-mail, computer, internet, voice mail systems and cell phone service are company property and solely for business. Personal use is prohibited. The City may intercept, monitor, copy, review and download any communications or files you create or maintain on these systems. When using the internet, do not send materials of a sensitive nature or that constitute confidential information unless the information is properly encrypted to prevent interception by third parties. Your communications and use of City e-mail, computer, internet, voice mail and cell phone will be held to the same standard as all other communications, including compliance with anti-discrimination and anti-harassment policies.

We expect you to use good judgment in your use of the City's system

B. Management should be notified of unsolicited or offensive materials received by any employee on any of these systems.

C. Consent and compliance with this policy is a term and condition of your employment. Failure to abide by these rules or to cooperate with any interception, monitoring, copying, reviewing and downloading of any communications or files is grounds for discipline, up to and including termination.

**D. Access to City Hall facilities is controlled to maintain security. This policy applies to City employees and all other City identification access cards and key fobs.**

- 1. All City employees with a need to access secured areas of City Hall are issued an access identification card and/or key fob which provide access through selected doors within City Hall.**
- 2. Each time a door is entered, it is automatically recorded as a matter of**

record; cards or key fobs are not necessary to exit an area.

3. Do not prop doors open except for brief periods of time to allow movement of items such as deliveries through the doors. When a door is propped open, a City staff person with access to the area must monitor the door to prevent unauthorized access.

4. Employees are not allowed to be followed through a secured door unless that person is authorized to access the area.

5. Lost cards or key fobs must be immediately reported to the employee's department head or supervisor for deactivation to avoid misuse.

6. Employees who lose their cards or key fobs should contact their supervisor who will assist them with entry and access until such time that a new card or key fob can be issued.

7. A replacement card shall be issued at a cost of \$5.00 to the employee. A replacement key fob shall be issued at a cost of \$6.00 to the employee. Payment for the replacement cost is due within 30 days after the replacement card or fob is issued. The employee may sign an optional authorization form to have the cost of replacement deducted from his or her pay check.

5. Fire Department employees and volunteers shall not share the access code to the Fire Department key pad. The Fire Department shall immediately notify the City Clerk when an employee or volunteer terminates his or her position with the Department.

Passed and approved by the governing body of the City of Columbus, Kansas, this 2nd day of APRIL, 2018.

CITY OF COLUMBUS, KANSAS

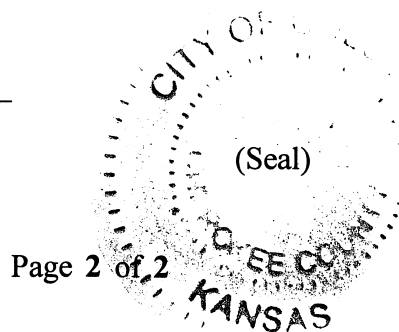


Grant Spieth, Mayor

ATTEST:



Cherri Chancellor, City Clerk



## ACKNOWLEDGMENT AND AUTHORIZATION

I, \_\_\_\_\_, acknowledge that I owe:

\$5.00 or \$6.00 (circle one)

to reimburse the City for the cost of replacing my lost:

identification access card or key fob (circle one)

I authorize the City to deduct the replacement cost from my next scheduled paycheck.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date