



## **Board Policy No. 217**

### **Use of District Resources**

**ADOPTED:** 3/9/1988

**RECENT AMENDMENT:** 12/09/2020

**SEE ALSO:** BP145, BP201, 214A, BP217, BP434, 434A, BP 440, 440A thru 440D, BP 702

**SUBJECT CATEGORY:** SECTION 200, HUMAN RESOURCES

**SUBSECTION:** GENERAL

**CONTROL DEPARTMENT:** GENERAL COUNSEL

#### **I. PURPOSE**

The purpose of this policy is to ensure that all District resources and property owned, leased and maintained by the District are kept in the best possible working condition, are not used for non-District related business and to ensure proper use of such resources, property and District networks.

#### **II. PERSONS AFFECTED**

District employees, temporary workers, consultants, contractors, employee and non-employee Union representatives, Board Officers, and Board Members.

#### **III. DEFINITIONS**

**“District Resources”** means District e-mail, social media accounts or platforms, telephones, copiers, fax machines, computers, office supplies, compensated District employee time, or any other District resources.

**“Property”** means any piece of equipment, furnishing, vehicle, owned, donated or otherwise in the custodial care of the District or any person acting as its agent.

#### **IV. POLICY**

It is the policy of the AC Transit Board of Directors that all District employees, temporary workers, consultants, contractors, employee and non-employee Union representatives, Board Officers, and Board Members are prohibited from using District resources for non-District related business, including union activities, except as provided by applicable collective bargaining agreements.

Incidental use of District telephones for personal calls shall be kept to a minimum number and length. Inappropriate use of District telephones will subject the user to disciplinary action.

No District employee should expect any privacy when using District property or networks, except that which is required by law.

#### **V. AUTHORITY**

##### **A. General Manager’s Authority**

The General Manager is authorized to create any processes and systems necessary to implement this policy.

**VI. ATTACHMENTS**

None