

CHILDREN'S TRUST OF ALACHUA COUNTY

RESOLUTION 2023-19

ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK

WHEREAS, the Children's Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-8; and

WHEREAS, the Children's Trust of Alachua County desires to make changes to the Employee Handbook;

NOW THEREFORE, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: **ADOPTION** "2.65 Internal Promotions Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

2.65 INTERNAL PROMOTIONS POLICY

Children's Trust of Alachua County will promote employees based on their performance and workplace conduct. Acceptable criteria for promotion are:

- Experience in the job or tenure.
- High performance level in recent review cycles.
- Skillset that matches the minimum requirements of the new role.
- Personal motivation and willingness for a change in responsibilities.

Children's Trust of Alachua County will not tolerate promotions that are based on:

- Managers' subjective opinions unsupported by performance evaluations or metrics
- Discrimination
- Fraternalization
- Favoritism
- Nepotism

Promotions may occur when:

- A job opening is advertised internally and/or externally.

- A position opens unexpectedly, and our company wants to fill it from within.
- An employee has consistently good performance evaluations and their manager deems them ready for increased responsibilities or a position of leadership.
- An employee acquires a credential (licensure, degree etc.) related to their field of work at the organization.

Managers must keep detailed records of the process to support their decisions to promote employees.

We encourage department managers to post job openings internally. Positions may be posted internally for a period of time before they post externally, or they may be posted internally and externally concurrently. Internal candidates may be given priority in the hiring process since they are already familiar with our culture and expectations.

Managers may choose to expand employees' duties, authority, and autonomy without promoting them directly. These changes may not always come with a formal title change. Employees may be awarded a higher salary or other benefits.

SECTION 2: **AMENDMENT** "2.70 Outside Employment" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.70 OUTSIDE EMPLOYMENT

~~There have been times when most of us have had the opportunity or the need to have two jobs at one time. However, it is important that other employment and outside interests do not interfere in any way with your job at CTAC. If you do hold a second job, we expect that you will be careful that extra hours of work do not affect your performance here.~~

~~If your second job could create a potential conflict of interest, for example, working for a competitor, you are expected to discuss the matter with the Executive Director.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

2.70 SUPPLEMENTAL EMPLOYMENT

While employees are not restricted from engaging in other endeavors or holding other jobs, there are expectations related to any supplemental employment.

Employees who have accepted outside employment are encouraged to inform the Executive Director via the "*Notification of Outside Employment*" form.

Activities and conduct away from the job must not compete with, conflict with, or compromise the organization's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on non-working time that are normally performed by our organization. This prohibition also extends to the unauthorized use of any organization tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. All employees will be judged by the same performance standards and will be subject to our organization's scheduling demands, regardless of any existing outside work requirements. If management determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

SECTION 3: **ADOPTION** "3.09 Workweek" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

3.09 WORKWEEK

Our workweek begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night.

Non-exempt employees will be paid overtime for all hours worked in excess of 40 during this designated workweek period.

SECTION 4: **AMENDMENT** "3.10 Work Hours" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

3.10 WORK HOURS

~~Our normal workweek is as follows: 8:30 a.m. to 5:00 p.m., Monday through Friday. However, due to changing production requirements, your actual work schedule may vary. Please contact your supervisor if you have any questions.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

3.10 WORK HOURS

Our normal work hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. However, employees may be scheduled to work at times that vary from our operational hours due to changing production or operational requirements.

Each employee is assigned a work schedule by their supervisor. Any employee-requested deviations from the assigned work schedule must be approved, in advance, by your supervisor. Reasonable efforts will be made to accommodate employee schedules in alignment with organizational needs.

It is the policy of CTAC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. There will be disciplinary action taken if a non-exempt employee works unapproved overtime.

Please contact your supervisor if you have any questions.

SECTION 5: **ADOPTION** "4.65 Responsibilities While on Workers' Compensation Leave" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

4.65 RESPONSIBILITIES WHILE ON WORKERS' COMPENSATION LEAVE

Employees who are unable to work due to an injury at work will continue to have certain responsibilities or obligations during the time they are restricted from working. All such responsibilities will be subject to applicable federal, state, and/or local laws.

Specifically, employees restricted from working due to an on-the-job injury will be required to:

- Comply with all requirements or requests related to the documentation of leave, including FMLA leave, if applicable.
- Comply with all requirements of CTAC's leave policy.
- Comply with all requirements related to the employee's continuation of any benefits while on leave.
- Comply with all reasonable requests for information related to the employee's status on leave.

- Comply with all medical restrictions imposed by any medical providers, including those related to any other employment the employee may have.

Employees are advised to review the specific policies related to each of the issues above that are included in the handbook (e.g., Benefits Continuation During Unpaid Leave of Absence).

Failure to follow the medical restrictions issued by an employee's medical provider(s), including actions inconsistent with such restrictions while working for an outside employer, may result in disciplinary action, up to and including termination of employment.

SECTION 6: **ADOPTION** "5.85 Job Abandonment" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

5.85 JOB ABANDONMENT

Not reporting to work and not communicating to report the absence is a no-call/no-show and is a serious matter and will result in discipline.

The Organization will consider an employee to have voluntarily resigned their position if:

- Employee fails to report to work on the expected date of return following an approved absence; or
- Employee fails to provide notice of an unexpected need for an absence and is absent for three consecutive days.

SECTION 7: **AMENDMENT** "6.10 Definition" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.10 DEFINITION

CTAC prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, marital status, gender identity, sexual orientation, ADA status, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

- A. **Sexual Harassment Defined.** Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:
1. Submission to the conduct is made a term or condition of employment; or
 2. Submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
 3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior.
 4. Sexual harassment includes, but not limited to:
 - a. Unwanted sexual advances;
 - b. Offering employment benefits in exchange for sexual favors;
 - c. Making or threatening reprisals after a negative response to sexual advances;
 - d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
 - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
 - f. Verbal sexual advances or propositions;
 - g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
 - h. Physical conduct such as touching, assault, or impeding or blocking movements; and
 - i. Retaliation for reporting harassment or threatening to report harassment.
 5. It is unlawful for a person of any gender to sexually harass a person of the same or any other gender. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor, or harassment by persons doing business with CTAC.
- B. **Other types of harassment.** Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, gender identity, sexual orientation, HIV-positive status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:
1. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
 2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
 3. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
 4. Retaliation for reporting harassment or threatening to report harassment.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

C. Remote-based sexual harassment is also strictly prohibited. Examples of such behaviors include:

1. Inappropriate jokes, memes, or images shared through email or messaging, including sexually explicit content and content.
2. Sharing of or solicitation of inappropriate or explicit photographs.
3. Sending inappropriate website links or nude photographs or sexual videos.
4. Suggestive comments or solicitations through chat, private messaging, or phone.
5. Denigrating sexist comments in a video conference or one-on-one discussion, whether directed at an individual or generalized to a group.
6. Statements or questions of a sexual nature during conference calls or video meetings.
7. Unwanted flirtatiousness or romantic advances, even if not sexually explicit including commentary on a co-worker's appearance or sound during a remote meeting.
8. Subjecting viewers or listeners to sexual content during remote meetings including sharing pornographic images and/or audio, showing intimate body parts, or engaging in sexual activity, even if it is accidental.

SECTION 8: **AMENDMENT** "7.20 Accommodations Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

~~A. Breastfeeding Accommodation. We recognize the needs of new mothers and provide a reasonable unpaid break time for employees needing to express breast milk for their nursing child for up to one year from the child's date of birth. We provide private office space that will shield the employee from view and will be wholly free from coworker or public intrusion. If such need arises, simply contact your supervisor and necessary breaks and corresponding office space will be provided.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

A. Pregnancy & Breastfeeding Accommodations

CTAC greatly values pregnant employees and new parents. As such, it provides an accommodation process that is intended to be interactive and collaborative, relying on open communication and active participation between you and the Organization. The primary goal of this process is to help you to perform all of the essential functions of your current position, with or without accommodation during and after your pregnancy.

When pregnancy necessitates accommodation, the Organization will:

- Provide more frequent, longer, or flexible restroom breaks
- Modify a no food or drink policy
- Provide seating or allow for more frequent sitting if the job requires standing
- Modify lifting limits based upon the essential functions of your job

Similarly, when your role as a new parent requires the need to express breastmilk after the birth of your child, the Organization will:

- Provide reasonable break time to express breastmilk for the first year after the child's birth
- Provide access to a lactation space that is both private and lockable

These accommodations do not require written certification from a health care provider. However, if additional accommodations beyond those set forth above are required, such certification explaining the need will be required. This may include job restructuring; part-time or modified work schedules; reassignment to a vacant position; or acquiring or modifying equipment, devices, or an employee's workstation.

SECTION 9: ADOPTION "7.45 Workplace Surveillance and Monitoring" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

7.45 WORKPLACE SURVEILLANCE AND MONITORING

Children's Trust of Alachua County (CTAC) reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

1. CTAC may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.
2. Employees should not have any expectation of privacy in work-related areas.
3. Employee privacy in nonwork areas will be respected to the extent possible. CTAC's reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be compromised.

CTAC also may conduct other monitoring of its physical location, computer network or systems, electronic devices, vehicles, and/or other equipment. Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate

business communications. Although each employee has an individual password to access these Systems, they belong to the Organization and the contents of all communications are accessible by management for any business purpose. Communications sent via a personal device also may be subject to monitoring if sent through the Organization's networks and the personal device must be provided for inspection and review upon request.

CTAC reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any CTAC System for the purpose of preventing such monitoring.

CTAC reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production.

EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN ORGANIZATION SYSTEMS TO BE PRIVATE.

Equipment, including vehicles and/or electronic devices, such as cell phones, laptops, or tablets, assigned to you temporarily or permanently is subject to monitoring, including active monitoring such as GPS location monitoring. You should have no expectation of privacy with respect to the use of such equipment. Additionally, you may be asked to surrender the equipment with no notice for a variety of reasons including routine maintenance.

Employees should contact their supervisor or Human Resources if they have questions about this policy.

SECTION 10: AMENDMENT "8.10 Pay Periods" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

8.10 PAY PERIODS

~~We distribute paychecks biweekly. A payroll calendar can be found here or on our website. Any questions or concerns about your pay amount or deductions should be brought to the attention of your supervisor immediately.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

Each work week begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Pay periods are biweekly and we distribute paychecks biweekly.

Non-exempt employees will be paid overtime for all hours worked in excess of 40 during this designated workweek period.

A payroll calendar can be found on our website. Any questions or concerns about your pay amount or deductions should be brought to the attention of your supervisor immediately.

SECTION 11: AMENDMENT "8.50 Overtime" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

8.50 OVERTIME

~~CTAC may periodically schedule mandatory overtime or weekend work in order to meet business or customer needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

It is the policy of CTAC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails outside of work hours by non-exempt employees constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime.

CTAC may periodically schedule mandatory overtime or weekend work in order to meet business or customer needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor.

SECTION 12: AMENDMENT "8.80 Benefits" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

8.80 BENEFITS

~~A. Health, Dental, Vision, Life Insurance, Employee Assistance Program (EAP), and Peerfit. The CTAC partners with the Alachua County Board of County Commissioners~~

~~and participates in the BoCC's benefits plan. The plan includes Health, Dental, Vision, and Life Insurance, Flex Spending Accounts, an Employee Assistance Program, and Supplemental Retirement Options. The Employee Benefits Summary, including information on eligibility, can be found here.~~

~~B. Flexible Spending and Dependent Care Spending Account. The CTAC offers both a Flexible Spending Account and Dependent Care Spending Account through Health Equity.~~

~~C. Supplemental Retirement. The CTAC offers a 457 Deferred Compensation plan through ICMA.~~

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

Amended by Res. [2020-17](#) on 10/5/2020

The employee benefits that are detailed below provide a summary reference to our current offerings. Our benefits change periodically to continue to best support our employees in a cost-effective manner. The benefits shown here should not be viewed as an employee "right" or construed in any way as an ongoing obligation of the Organization. Additionally, specific provisions of the plans are summarized in each plan's Summary Plan Description (SPD). The terms of the official plan documents shall govern over the language of any descriptions of the plans, including SPDs. Official plan documents are available for review upon request.

- A. Children's Trust partners with the Alachua County Board of County Commissioners and participates in the BoCC's benefits plan. The plan includes Health, Dental, Vision, Life Insurance, Employee Assistance Program, Peerfit and Headspace. The Employee Benefits Summary, including information on eligibility, can be found here.
- B. CTAC offers both a Flexible Spending Account and Dependent Care Spending Account through Health Equity.
- C. CTAC offers a 457 Deferred Compensation plan through Mission Square.
- D. As an employee of CTAC, you are eligible to participate in the Florida Retirement System (FRS).
- E. Supplemental benefits are available through AFLAC.
- F. Additional benefits, such as Legal Shield, ID Shield, and pet insurance, are available through Alpha Staff.

SECTION 13: **AMENDMENT** "8.90 Benefits Continuation During Unpaid Leave of Absence" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

8.90 BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE

There are specific requirements for continuation of benefits under FMLA and COBRA. Please see those policies for details about benefit continuation under those programs.

During any other unpaid leave of absence, it is the expectation that you will pay the full cost of your benefits (organization and employee share). Coverage can only be continued if you arrange in advance to pay for your benefits.

To maintain any of your benefits (health, life, etc.), you are responsible for paying the entire premium amount by the first of every month for the month of coverage. If you fail to make the payments as prescribed, coverage will be cancelled. If coverage is cancelled, your benefits will end on the last day of the month for which a premium has been paid. *As a courtesy, you will be provided a notice of intent to cancel with a 15-day grace period in which to get premiums current prior to cancellation.*

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

SECTION 14: **AMENDMENT** "9.20 Communication and Computer Systems Security and Usage" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

A. Policy Overview

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet, and intranet) sent or received by employees using any CTAC provided Communication or Computer Systems ("Systems") *or any CTAC communications or purpose.*

B. Confidentiality and Acceptable Systems Usage

The CTAC's Systems are intended for CTAC business only. All information transmitted or stored in CTAC Systems (e.g., client lists, documents relating to policies and procedures) is the sole and exclusive property of the CTAC and should be treated as confidential. Such information may not be disclosed to any person outside of the CTAC nor may any such information be removed from our premises without the express permission of the Executive Director. Employees are strictly prohibited from accessing, reading, and copying data or information stored in the Systems, and from accessing, reading, and copying communications not directed to them without prior authorization.

ALL SYSTEMS MESSAGES ARE CTAC RECORDS. THE CONTENTS OF OUR SYSTEMS MAY BE DISCLOSED TO THE CHILDREN'S TRUST OF ALACHUA COUNTY WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT MESSAGES AND COMMUNICATIONS ARE CONFIDENTIAL.

C. Management's Right to Access Information

Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these Systems, they belong to the CTAC and the contents of all communications are accessible by management for any business purpose. CTAC reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any CTAC System for the purpose of preventing such monitoring.

EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN CTAC SYSTEMS TO BE PRIVATE.

The CTAC reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance-related reasons.

D. Personal Use of the CTAC's Communication and Computer Systems

1. General Usage

Because personal communications can be accessed without prior notice, employees should not use CTAC's Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the Internet for personal use.

2. Telephone Usage

The Telephone Systems (including voicemail) at CTAC are the property of CTAC and are provided for business purposes. The CTAC may periodically monitor the usage of the telephone systems to ensure compliance with this policy. **THEREFORE, EMPLOYEES SHOULD NOT CONSIDER THEIR CONVERSATIONS ON THE CTAC'S TELEPHONE SYSTEMS TO BE PRIVATE.**

3. Personal Mail

All mail which is delivered to the CTAC is presumed to be related to CTAC business. Mail sent to you at CTAC will be opened by the office and routed to your

department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

E. Forbidden Use and Content of Communications

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the CTAC's Systems:

1. to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually explicit messages, cartoons, jokes, or other potentially offensive material;
2. to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
3. to write personal letters, resumes, or other documents unrelated to CTAC business;
4. to run computer games or other personal software, or copy such software;
5. as a forum for gossip or personal communications.

CTAC may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the CTAC is met. Employees should not expect any privacy when using CTAC computers or email.

F. Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the CTAC at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.

G. Software, Personal Disks, and Networking

Computer software, whether purchased, developed, or modified by the CTAC, may not be downloaded, copied, reproduced, altered, or appropriated by employees without prior CTAC authorization. Any such computer software is the property of the CTAC and may not be copied or appropriated by employees for personal use during employment with CTAC or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The CTAC does not condone the use of "bootleg" or "pirate" software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or

“pirate” software on the CTAC’s computer system should notify management immediately.

The use of personal disks or software in the CTAC’s computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing CTAC’s Systems from remote locations and from connecting CTAC Systems to outside systems without prior authorization.

H. Preservation of Organization Documents and Communications

As a general rule, communications between co-workers, and particularly supervisors and subordinates, addressing CTAC business or matters, should occur only through the use of CTAC equipment and not personal devices. This requirement helps the CTAC to retain documents and information related to its actions, prevent the loss of critical CTAC information, protect the security of such information, and prevent the occurrence of inappropriate communications.

Employees using personal devices for CTAC business or matters are responsible for ensuring such information or documentation is retained and securely transferred to the CTAC within a reasonable period of time after the events that created the documentation or communication, not to exceed a period of two weeks.

I. Penalties for Violation of the CTAC’s Communication and Computer Systems Security and Usage Policy

VIOLATIONS OF ANY ASPECT OF THE CTAC’S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. CTAC will also seek civil damages against any employee who appropriates or copies the CTAC’s property as described in this Policy.

HISTORY

Adopted by Res. [2020-8](#) on 8/3/2020

Amended by Res. [2020-17](#) on 10/5/2020

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 9th day of October 2023.

	AYE	NAY	ABSENT	NOT VOTING
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____

Mary Chance _____
Hon. Denise R. Ferrero _____
Dr. Nancy Hardt _____
Dr. Maggie Labarta _____
Cheryl Twombly _____

Tina Certain, Chair
Children's Trust of Alachua County

Marsha Kiner, Secretary
Children's Trust of Alachua County