

# NOTICE

**VIA HAND DELIVERY, EMAIL**

To: City of Hinckley Employees  
From: Leaha Jackson, City of Hinckley City Administrator  
Cc: Tom Whiteside, AFSCME Council 65  
Subject: Update of Personnel Policy  
Date: April 4, 2025

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Please be advised that effective April 9, 2025, the City of City of Hinckley (City) intends to modify the City's Personnel Policy to include past practices pertaining to the use of City Technology.

These intended actions are in accordance with applicable law, labor contract, and personnel policies.

This notice and the intended actions described herein will supersede any prior policies, rules or actions taken by the City that were inconsistent.

The actions described in this memorandum are intended to and solely provide guidelines for related actions. They do not establish any promise, binding practice, contract, or the like. City does not waive and expressly reserves its right to establish, modify, eliminate, or deviate from at its sole discretion the actions described in this memorandum with or without notice.

If you have any questions regarding the foregoing, please feel free to contact me in my office or by phone at 320-384-7491.

### **Electronic Time Reporting**

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the electronic time recorder. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and

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submitted to payroll on a bi-weekly basis. Employee punches are to be reviewed and approved by their immediate supervisor prior to submission to payroll. Reporting false information in the time recorder may be cause for immediate termination.

Certain positions may elect to utilize either City-provided software or the timecard reader at their designated work location, for the purposes of recording hours actually worked. If an employee elects for City-utilized software via phone application, such employee avails themselves to any GPS monitoring that may be imbedded in the software or application. The City collects real-time location data, to help the City track work hours and improve efficiency. The City reserves the right to monitor at any time any equipment, devices, and/or software (e.g., work vehicles) used, in any way, including data to determine proper use. City employees have no expectation of privacy when using City-owned and/or utilized equipment, devices, and/or system.

Any personal data or information that may be inadvertently collected will be handled in accordance with applicable privacy laws and the City's privacy policies. Only authorized personnel, such as supervisors and department heads, will have access to GPS monitoring data, such as the City Administrator.

## COMPUTER USE

### General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers, ~~and~~ related equipment, systems, and software used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer-~~or,~~ related systems, or software, including personal information created or maintained by an employee. No employee may disable any network software or system identified as a monitoring tool, except as authorized by the City Administrator. The City may conduct inspections on an as-needed basis as determined by the City Council, Mayor, the City Administrator or Finance Director. City employees have no expectation of privacy when using City-owned and/or utilized equipment, devices, systems, and or software.

Beyond this policy, the City Administrator or Finance Director (herein after known as the Information Technology Staff or IT Staff) may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

### Personal Use

No personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the IT Staff. ~~If permission to connect these tools/equipment is granted, the employee must follow~~