

**MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK § 511
COMPUTER SYSTEMS AND INTERNET/EMAIL SERVICE**

MOTION M25-

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Motion to approve the following amendment to the § 511 of the Town of Lansing Employee Handbook, entitled “Computer Systems and Internet/Email Service”, subparagraph entitled “Scope” with the effective date of such amendment deemed to be May 22, 2025, with such amended subsection amended to hereafter read as follows:

“Scope”

This policy must be followed in conjunction with other Town of Lansing policies governing appropriate workplace conduct and behavior.

For the purposes of this policy, all references to computer systems, electronic communication equipment, communication systems, or technology, shall include all devices that store information or are used to communicate electronically, including but not limited to cell phones, iPads, laptops and desktop computers.

Any employee who abuses the company-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The Town of Lansing complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of the Town of Lansing’s electronic communications equipment or systems, including email and the internet, should be directed to your Department Head or the information technology (IT) department.”