

2.12 EMPLOYEE FUNDRAISING

City employees are free to engage in fundraising efforts for outside organizations of the employee's choice, but the solicitations shall be made during the employee's non-working hours. (Nonworking hours include lunch periods, work breaks, or any other period in which the employee is not on duty.) The employee must not represent himself or herself as a city employee or wear a city uniform when engaged in non-city-sponsored fundraising.

2.13 SMOKING/TOBACCO/VAPING PRODUCTS

Any use of tobacco or nicotine products are prohibited in any building and vehicle owned or leased by the City of Mount Vernon.

2.14 USE OF ELECTRONIC DEVICES

City telephones, including mobile and cellular telephones, pagers, and fax machines, are to be used for city business. There is no expectation of privacy for an employee using these systems.

Occasional use of local telephone service for personal communications is permissible if the length and number of such communications are kept to a minimum and if there is no charge to the city for a metered service.

Long Distance. City employees may not place personal long-distance telephone calls on city telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account. A call to notify family of city requirements to work unscheduled overtime is a city business call. If an emergency long distance call is made on a city telephone, the employee must reimburse the city for the call.

Personal Use. Cellular telephones or pagers are furnished to certain employees in connection with their job duties. Employees need to limit personal use of their city cellular telephones and pagers in the same way they need to limit use of their city office telephones. Employees who have excessive cellular or pager usage for personal calls will be subject to disciplinary action, up to and including termination.

Use of city communications systems, including telephones and fax machines, for sending or receiving offensive or harassing statements, sexually oriented materials, illegal transactions, or private business transactions is prohibited.

2.15 USE OF CITY COMPUTERS, INTERNET ACCESS, AND ELECTRONIC MAIL

City computer systems, including Internet access and electronic mail systems are to be used for city business. Occasional use of electronic mail for personal communications is permissible if the length and number of such communications are kept to a minimum. However, because all computer systems are city property, there is **no expectation of privacy** for an employee using these systems.