

SECTION 1 - DEFINITIONS

"BENEFIT-EARNING STATUS" - Status where employees are eligible for at least a prorated portion of employer provided benefits. Employees must work at least thirty-two (32) hours per week on a regular basis in an ongoing position. (Temporary, seasonal, paid on-call, part-time (casual) and intermittent employees are excluded.)

"CITY" - City of St. Francis

"CITY ADMINISTRATOR" - City Administrator of the City of St. Francis

"CONTRACTUAL INDIVIDUALS" - Individuals who offer their services to the public and do not meet the criteria as an employee according to IRS regulations. Contractual individuals are appointed by the City Council or designee. Contractual individuals are under a fee basis, are not eligible for employment rights or benefits, are not considered employees and are not covered by the Personnel Policies with the exception of Non-discrimination and Harassment Policies.

"COUNCIL" The City Council of the City of St. Francis.

"COUNCIL AND MAYOR APPOINTED" - Appointed directly by the Council to serve at the will of the Council. The Council appoints the City Administrator, who is a full-time, regular employee.

"DEMOTION" - Movement of an employee from one job class to another where the maximum salary for the new position is lower than that of the former position. This action may be voluntary or involuntary.

"EMPLOYEE" - An individual who has successfully completed all stages of the selection process, including the training period.

"EXEMPT EMPLOYEE" Employees not covered by the overtime provisions of either the Federal or State Fair Labor Standards Acts.

"NONEXEMPT EMPLOYEE" Employees who are covered by either the State or Federal Fair Labor Standards Acts. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

"FULL-TIME EMPLOYEE" Employees regularly scheduled to work forty (40) hours per week year-round in an ongoing position.

~~"INTERMITTENT EMPLOYEE" - Employee who has no regularly scheduled hours but fills in as needed. Employees in this status do not earn benefits or employment rights.~~

~~"PAID-ON-CALL EMPLOYEES" - Non-benefit earning employees who are paid per call regardless of length of call or training.~~

~~"PART-TIME BENEFIT-EARNING EMPLOYEE" - An employee who regularly works more than thirty-two hours per week, but less than forty (40) hours per week, year-round in an ongoing position. Employees in this category receive partial prorated benefits.~~

"PART-TIME ~~(CASUAL)~~ EMPLOYEE" - ~~An employee who works in an ongoing non-benefit earning position of thirty-two (32) hours or less per week. Employees in this category may work more than thirty-two hours per week on occasion but must not meet the definition of a public employee by State law (Chapter 179A). Part-time (casual) employees accrue no seniority and earn no employment rights or benefits.~~ Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

"PROBATIONARY EMPLOYEE" - An employee who is serving a probationary period, either the original probationary period immediately after hire or a promotional reassignment, or transfer probation. Probationary employees who are filling regular positions are eligible for benefits in accordance with the Personnel Policies or applicable union contract.

"PROBATIONARY PERIOD" - A specified period of time at the beginning of employment (or the beginning period of a promotion, reassignment or transfer) that is designated as a training or trial period. The probationary period is considered the last part of the selection process.

"PROMOTION" Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the former position.

"RECLASSIFY" - Movement of an employee from one classification to another classification because of a significant change in the position's duties.

~~"REGULAR EMPLOYEE" - An employee who has successfully completed all stages of the selection process including the training or probationary period. Regular employees earn benefits in accordance with the Personnel Policies or applicable union contract.~~

"SEASONAL EMPLOYEE" ~~An employee who is appointed for no more than ten months during any 12 consecutive months but who may be expected to return to work year after year.~~ Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

"SENIOR MANAGEMENT STAFF" - This designation includes the following positions: City Administrator, all department heads, and City Clerk/Treasurer.

"TEMPORARY EMPLOYEE" - ~~An employee who is employed on either a full-time or part-time basis in a temporary position (one that is not intended to be ongoing) where no benefit eligibility exists and no credit is given for seniority. Temporary employees earn no employment rights. Temporary positions are normally less than sixty-seven (67) working days in duration.~~ Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

SECTION 3 - CITYWIDE WORK RULES/CODE OF CONDUCT

ATTENDANCE

The operations and standards of service in the City of St. Francis require that employees be at work unless compelling reasons warrant absence. Unless covered by ESSL a Absence and tardiness records reflect an employee's responsibility to his/her job and to fellow workers who operate as a team. These records have a direct effect on employment status and progress.

SECTION 4 - EMPLOYEE RECRUITMENT AND SELECTION

FEATURES OF THE RECRUITMENT SYSTEM

C. Appointments and promotions in the City service shall be made according to merit and fitness related to the position being filled. Vacant positions will be filled on the basis of a regular full time, part-time-casual, paid-per-call, intermittent, seasonal, or temporary appointment. Appointments may be made on a full or part-time basis. Part-time employees may be hired into a benefit-earning (over thirty-two hours per week) or non-benefit-earning (thirty-two or fewer hours per week) status.positions.

PROBATIONARY PERIOD

All newly hired full-time and part-time (benefit-earning) and paid-on-call employees will serve a minimum of a six (6) month probationary period in the position, unless covered by a collective bargaining agreement stating a different time frame.

This period will be considered a training period. The training period is an integral part of the selection process, and will be used for observing the employee's work, or training the employee in work expectations, for assessing the employee's abilities, skills, and interest, and for rejecting any employee whose performance does not meet the required work standards or is otherwise not a good fit for the position.

Employees may be dismissed at any time during the initial probationary period. An employee so dismissed will not have the right to appeal unless the employee is covered by the Veteran's Preference Law, in which case the employee may request a hearing pursuant to Minnesota Statute 197.46. Probationary periods may be extended beyond six (6) months upon approval of the City Administrator.

Regular employees Employees who are promoted, granted transfers or reassignments, or voluntarily demote, will be required to serve an additional probationary period up to six (6)

months. Benefits will not be affected by the additional probationary period or by an extension of the probationary period.

SECTION 6 - COMPENSATION

COMPENSATORY TIME/OVERTIME

F. Employees are not required to use compensatory time before using vacation time but it is encouraged.

BENEFITS

Health, Life, Short and Long-Term Disability

All regular full-time employees shall be eligible for a group health insurance plan through the City of St. Francis starting December 1, 2017. Any employee hired prior to October 1st, 2017, can waive the city's group plan and receive a taxable contribution of \$650.00/month if they have group health insurance through a spouse's employment, a secondary job or the VA. This waiver will be good until that employee loses the outside group health insurance or leaves employment. If this occurs, the employee must inform the city so that the taxable contribution is stopped and they can opt into the city's group health insurance if they choose.

In addition to the group health insurance plan, the City has contracted with a provider to advocate for healthcare savings for employees and their families. This is 100% employer paid and offers one membership per household. Employee is not required to be on the group health insurance plan to receive this benefit.

The city will cover the cost of the employee's single coverage group health insurance and dental insurance. Family group health insurance will be covered at 66% of the cost or \$200/month whichever is greater. Family dental insurance will be 100% covered by the employee. New employees will be eligible for insurance on the 1st of the month following start of employment. The city's plan year will be from December 1st to November 30th each year. For the purpose of accumulating time to qualify for health insurance benefits an employee on a leave of absence with pay, vacation or sick leave is considered to be working. During the probationary period following the original appointment an employee shall be eligible for health & dental insurance monthly benefit. An employee leaving the employment of the City in good standing shall receive the health insurance benefit on a prorated basis for the applicable month.

Subject to any limitations in the insurance policy, all regular full-time employees shall be eligible for Life Insurance and Disability Benefits in an amount established by the City Council. The City Council shall, by Resolution, determine the City's monthly contribution toward the employee's life insurance and disability premium. Participating employees, who choose coverage beyond that provided by the City, shall be required to pay the difference in the premium for the additional life or disability insurance coverage. Subject to eligibility requirements as outlined in

the policy between the City and the insurer, new eligible employees shall be covered on the date of hire. An employee can elect to continue coverage while on leave of absence without pay. However, during this period, the employee shall be responsible for all premiums due.

Amended 11-06-17 Res. 2017-37

Vision Insurance

The City will pay 100% of the employee cost for vision insurance. Employee will be responsible for any dependents.

WELLNESS POLICY INCLUDING PUBLIC SAFETY DUTY DISABILITY

The City recognizes the benefit of the overall health and wellness of its employees. Some employment duties include a high level of stress and exposure to various types of trauma. To support employees in the public safety, including the Police Department and the Fire Department, the City has implemented a wellness practice to address their overall mental health and well-being. The City will work to ensure we are meeting the required Department of Safety Objectives as well as provide extra wellness support.

The City Clerk will be identified as the disability contact person on behalf of the City.

The City as part of its wellness and disability policy will make treatment of psychological conditions available for licensed peace officers and full-time firefighters to ensure their eligibility for duty disability benefits from the Minnesota State Retirement System (MSRS) or the Public Employees Retirement Association (PERA).

The Police Department will additionally adhere to the Objectives and department policies as set by the Minnesota Board of Peace Officer Standards and Training (POST) as it relates to applicable law. The Fire Department will additionally adhere to the objectives and department policies as set by the MN Fire Initiative as it relates to applicable law on the use of mental health check up's and wellness training. All information will be confidential between the employee and the contracted provider. Billing of visits will also be confidential and budgets for these services will be in Administration.

It is anticipated that Public Service employees will attend no less than one, up to six, visits with a mental health professional. These visits are a benefit covered by the City of St. Francis. This visit may, or may not, be part of treatment requirements applying to duty disability benefits.

If employees that are not within the public safety departments, are exposed to a traumatic situation due to their employment, or a situation that may affect their employment, the City Administrator may require or request that the employee attend a mental health visit through our contracted provider.

SECTION 9 - LEAVES

SICK AND SAFETY LEAVE (ESSL)

A. ~~Sick and Safe leave is an authorized absence from duty with pay, granted to full-time and part-time benefit-earning employees, to any employee working greater than 80 hours in a calendar year. Sick leave is not a privilege for an employee to use at his/her discretion, but shall be allowed only when the employee is unable to work for medical reasons and under the conditions explained below.~~ Effective January 1, 2024, Earned Sick and Safe Leave (ESSL) is a requirement for all MN employers with one or more employees to provide paid leave benefits as described below to all eligible employees. The hourly rate of ESSL is the same hourly rate an employee earns from employment with the city. St. Francis will recognize January 1 through December 31 as its benefit year.

A. Full-time employees shall be credited with sick and safety leave at a rate of one day per calendar month worked or major fraction thereof, accrued on a pay-period basis. Sick leave may be used in increments of one-quarter (.25) of an hour.

~~B. Temporary, seasonal employees, paid-on-call employees, intermittent and part-time casual employees shall not be entitled to sick leave.~~

B. Sick leave will not be credited during an unpaid leave of absence except as required by law.

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- B. Seasonal, temporary and part-time employees will:
- a. Accrue ESSL at a rate of one hour of ESSL for every 30 hours "worked".
 - b. No more than 48 hours will be accrued within a calendar year.
 - c. No more than 80 hours will be carried over from one year to the next.
 - d. ESSL can be used in increments of one-quarter (.25) of an hour.
 - e. ESSL hours will not be paid out at the end of service, resignation or retirement.

Administration of Sick ~~Leave and Safe Leave~~ - The following procedures will be followed in administering the ~~sick leave~~ ESSL policy of the City:

- A. Sick and ESSL USE
- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- B. For leave purposes, a family member is identified as an employee's:
- Spouse or registered domestic partner
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
 - Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
 - Grandchild, foster grandchild or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
 - Any of the above family members of a spouse or registered domestic partner
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - Up to one individual annually designated by the employee
- C. After all credited ESSL and sick leave is used vacation may be used upon approval of the supervisor, to the extent the employee may take such leave.

D. ~~Sick leave may be approved only for days when an employee would otherwise have been at his or her employment. It may be used, with the approval of the supervisor, in any of the following cases:~~

a. ~~Pursuant to state law, an employee may use accrued sick leave benefits for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury except that leaves due to illness of or injury to the employee's adult child, spouse, sibling, parent, mother or father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the employee's attendance may be necessary.~~

~~Eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness or injury to an employee's adult child, spouse, sibling, parent, grandparent, step-parent, parent-in-law, and grandchild.~~

c. ~~for medical, dental, chiropractic or optical examinations for treatment (appointments should be scheduled to minimize the amount of disruption to the workday);~~

d. ~~when the employee's presence would jeopardize the health of other employees by exposing them to contagious disease;~~

1. ~~To receive credit for sick leave, an employee must communicate with his or her immediate supervisor following department procedures on reporting. Employees are responsible for keeping their supervisors advised of their illness status to remain eligible for sick leave, unless they are hospitalized and cannot reasonably do so (see Attendance Policy).~~

1. **Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. Employee shall communicate to their immediate supervisor keeping them advised of their status of eligibility to return to work.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave).

However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose.

The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

2. After ~~an a medical~~ absence or injury, a physician's statement identifying the employee is fit for duty may be required on the first day of return to work, ~~indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.~~

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. ~~Sick leave will not be approved for employees who are required to provide a doctor's statement until such a statement is provided.~~

4. ~~If the City feels an additional medical opinion is warranted, the City Administrator will arrange for the appropriate medical evaluation. The City has the right to require employees to be evaluated by a physician as selected by the City to determine the validity of a worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work.~~

3. Sick leave and Safety Leave cannot be transferred from one employee to another.

6. ~~Employees who make a claim for sick leave as a result of false or otherwise fraudulent claims shall be required to reimburse the City for such payments and shall be subject to suspension or discharge at the Administrator's discretion (see Discipline Policy, Section 11).~~

4. Employees must normally use ESSL sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical-eligible ELLS event leave, except where parenting leave and the medical leave overlap (see Parenting Leave Policy).

8. ~~Sick leave will not be approved after an employee gives notice that they will be terminating employment. Any exceptions must be approved by the City Administrator.~~

9. ~~Nothing in this policy shall restrict the employer from requiring an employee to provide a doctor certification for any sick leave requested or as permission for unlimited leave.~~

5. ESSL Retaliation prohibited
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

6. ESSL Benefits and return to work protections
During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

~~SAFETY LEAVE~~

~~Pursuant to state law, Employees are authorized to use sick leave for reasonable absences for themselves or a relative (employees' adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent), who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month rolling calendar period.~~

~~To be eligible for the use of sick pay, the employee shall follow the procedures as outlined in Sick Pay for reporting and notification.~~

HOLIDAYS

For employees whose regular hours do not include Monday, when a recognized holiday, such as New Year's, Juneteenth, Independence Day, Veterans Day or Christmas, not including the Christmas Eve, falls on a Sunday or Monday, the employee will earn one floating holiday. Floating holidays must be used by December 31st of the year in which they are applicable.

All full-time employees in regular positions are entitled to time off with full pay on holidays. The City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the natures of their duties or other conditions exist. A full-time and part-time ~~casual~~ employee required to work on a holiday shall receive two (2) times their regular rate of pay in lieu of any other holiday payment for all hours worked

Temporary ~~and~~, seasonal, ~~and intermittent~~ employees who are required to work on New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day will be paid a holiday differential of double time.

VACATION

Table below effective on 01-01-2024

Years of Service	Hours of Vacation/ <u>Year</u>	Hrs/Pay Period	Max Accumulation
0-2	80	3.077	120 Hours
2-5	120	4.615	140 Hours
5-10	160	6.154	180 Hours
10-14	180	6.923	200 Hours
15+	200	7.692	220 Hours

A. Max Accumulation shall be set by the employee's current accrual rate per pay period. Any hours over maximum accumulation amount on December 31st of each year will not be paid out and will be lost. Revised, Max Accumulation scheduled will become effective December 31, 2023.

D. Part-time ~~casual~~ employees, ~~paid-on-call, intermittent,~~ temporary and seasonal employees are not eligible for paid vacation.

ELECTIONS AND VOTING

An individual who is selected to serve as an election judge pursuant to section MN State Statute [204B.21, subdivision 2](#) may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

SECTION 14- OTHER INFORMATION

COMPUTER USAGE – [Metro-INET Acceptable Use Policy](#)

PURPOSE

The purpose of this policy is to establish guidelines for the use of the City computer system [and equipment and shall be updated from time to time by Metro-Inet. The City is a partner of the Metro-INET Joint Powers Agreement and all staff and Council shall adhere to the most recent policy as set forth by Metro-Inet.-](#)

[Audience](#)

[This policy applies to any person using Metro-INET information systems and Metro-INET affiliate \(hereon referred to as “agency”\) equipment. Including, and not limited to, all employees, appointed and elected officials, contractors, and volunteers.](#)

[Overview](#)

[This policy serves to protect the security and integrity of Metro-INET’s electronic information systems by educating employees about appropriate and safe use of available technology resources. This policy is meant to provide a minimum-security baseline and supersedes any less restrictive policy.](#)

[Metro-INET reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of an agency computer or related system, including personal information created or maintained by an employee as determined by the Metro-INET Information Security Manager or agency designated representative.](#)

[Beyond this policy, Metro-INET may distribute information regarding precautions and actions needed to protect Metro-INET systems; all employees are responsible for reading and following the guidance and directives in these communications.](#)

[Requests for exceptions to this policy can be submitted to Metro-INET and by completing the Metro- INET Risk and Treatment Acceptance form.](#)

Identities

Account owners are responsible for the accounts assigned to them and for the actions taken with those accounts.

Accounts must not be shared without prior authorization from Metro-INET, except for calendars and related calendaring functions.

Accounts require a Metro-INET Acceptable Use Policy review and acknowledgement and must meet the Metro-INET Access and Identity standard. Accounts may automatically expire after specific timeframes at the discretion of the Metro-INET Information Security Manager.

Passwords

Passwords shall never be shared. If it is necessary to access an employee's computer or files, contact your supervisor to review or request assistance from Metro-INET.

Metro-INET will not provide access to accounts without the approval of the Metro-INET Information Security Manager.

Passwords shall not be stored in any location on or near the computer or stored electronically such as in a cell phone or other mobile device other than an encrypted password manager solution. (Example: Microsoft Authenticator App)

Employees are responsible for maintaining computer/network passwords and must adhere to the Metro-INET Identity and Access Standards. Metro-INET Identity and Access Standards may be updated at the discretion of the Metro-INET Information Security Manager.

Advanced Authentication (example: Multi-Factor Authentication) is required when available for access to Metro-INET network resources.

Network access

Equipment not owned by a Metro-INET agency used in an agency building should only use the guest connection to the Internet unless approved by Metro-INET.

Metro-INET will review the Metro-INET network and connected devices for vulnerabilities and implement appropriate mitigation or remediation measures.

Metro-INET will not remotely access an active session without the logged-in account owner's permission to ensure integrity of access logs.

Reasonable availability is expected of both Metro-INET and those requesting support.

Remote Access

Examples of remote access include and are not limited to: Microsoft 365 / cloud services, virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections.

All aspects of the Metro-INET Acceptable Use Policy apply while connected to Metro-INET resources remotely.

Remote access to the Metro-INET network requires a request from a supervisor and approval from the Metro-INET agency designee.

All remote access connections to Metro-INET networks shall be made through approved remote access methods employing encryption and advanced authentication.

Remote access from a device not supported by a Metro-INET requires current Operating System, applications, and anti-virus software. It is the owner's responsibility to ensure all critical and security updates are installed prior to connecting. For additional information review the Metro-INET Computer Security Checklist.

Remote access privileges may be revoked at any time by an employee's supervisor or Metro-INET Information Security Manager.

Recreational use of remote connections to the Metro-INET network is strictly forbidden.

Private or confidential data should not be transmitted over an unsecured (public) wireless connection.

Clear Screen

Applications or network services shall be logged out or disconnected when they are no longer needed.

Workstations and laptops shall be logged out or locked when unattended.

Metro-INET may configure Metro-INET supported devices to automatically lock after a set duration of inactivity.

Data

Metro-INET cannot guarantee the privacy of any data stored on, transmitted, or accessed from an agency computer, device, or network. Employees should not assume any expectation of privacy.

Use of approved encrypted solutions is required when sending sensitive information outside of Metro- INET networks.

Information must be appropriately shared, handled, transferred, saved, and destroyed, based on the information sensitivity and the individual agency data practices policies and record retention schedule if applicable.

Disclosure of Public Information must not violate any pre-existing, signed non-disclosure agreements.

At the discretion of Metro-INET Information Security Manager, data may be reviewed by authorized staff without notice to the employee.

Management must be notified in a timely manner if sensitive information has been or is suspected of being lost or disclosed to unauthorized parties.

Communications

Metro-INET provides access to email and instant messaging services for work-related use. Incidental personal use of the communication systems by employees is allowed, provided it does not interfere with an employee's work and is consistent with all applicable policies.

All communications may be considered public data for both e-discovery and information requests and may not be protected by privacy laws.

Automatic forwarding of electronic messages outside the Metro-INET network is prohibited.

Communications, attachments, and links from an unknown sender should be reviewed with caution. Report suspected malicious communications to Metro-INET. Do not respond to suspicious senders.

Electronic communications shall not misrepresent the originator, agency, or Metro-INET. Any use of Metro-INET communication methods should not:

- Involve solicitation
- Be associated with any political or religious entity
- Have the potential to harm the reputation of Metro-INET or agency
- Propagate chain emails
- Contain or promote anti-social or unethical behavior
- Violate local, state, federal, or international laws or regulations
- Result in unauthorized disclosure of Metro-INET or agency confidential information
- Or otherwise violate any other policies that have been approved and adopted

Internet

Information found on the Internet and used for agency work must be verified to be accurate and factually correct.

Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions.

Internet use found to compromise the integrity of the Metro-INET network will result in restricted access. Metro-INET will notify the account owner's manager and/or agency Human Resources to rectify the situation.

Metro-INET may monitor or restrict any use of the Internet without prior notice, as deemed appropriate by the agency Human Resources or Metro-INET Information Security Manager.

File Storage and Transfer

Metro-INET does not backup data stored locally on computers and holds no responsibility for data recovery on local computers. All agency-related electronic files should be stored in identified network locations.

Electronic files, including emails and business-related materials created on an employee's personal computer for agency business, must be stored in designated locations. Agency-related files should not be stored on an employee's personal computer, unless otherwise defined in policy.

Electronic sensitive information shall be stored in a location on the Metro-INET network that is properly secured.

Electronic sensitive information shall be encrypted if transferred outside of the Metro-INET network.

Removable Media

The use of removable media for storage of agency information must be supported by a reasonable business case.

All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free prior to being connected to Metro-INET supported equipment.

Only agency owned removable media is permitted for storage of agency information. All removable media must be stored in a safe and secure environment.

The loss or theft of a removable media device that may have contained agency information must be reported to your supervisor immediately.

Metro-INET can assist in the encryption of media.

Hardware

In general, Metro-INET or the agency will provide the hardware required for an employee to perform their job duties. Requests for new or different hardware should be made to your supervisor, who will forward the request to Metro-INET for review to ensure appropriate standards are satisfied.

Only agency staff may use agency computer equipment. Use of agency equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of agency computer equipment. Computer equipment must be secured while off premises. Computer equipment should not be exposed to extreme temperature or humidity.

Metro-INET may encrypt the storage of Metro-INET supported hardware to prevent data loss due to misplaced agency equipment.

Software

In general, Metro-INET or the agency will provide the software required for an employee to perform their job duties. Requests for new or different software should be made to your supervisor, who will forward the request to Metro-INET for review to ensure appropriate standards are satisfied.

Only agency staff may use agency software. Use of agency software by family members, friends, or others is strictly prohibited.

Software shall not be downloaded or installed on Metro-INET supported computers without the prior approval of Metro-INET. Exceptions to this include updates to software approved by Metro-INET such as Microsoft updates, or other productivity software updates.

Metro-INET may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Software is to be in a current and supported state and have security related and critical updates applied within the timeframe set by the Metro-INET Information Security Manager.

Incidental Use

Incidental personal use of agency owned resources and related equipment is accepted.

Reasonable, incidental personal use of agency computers and software should never preempt or interfere with work. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

Personal files are not to be stored on Metro-INET supported computer equipment.

Metro-INET may delete personal files if found on the network, computers, or other Metro-INET supported equipment.

Metro-INET supported equipment or technology shall not be used for personal business interests, for-profit ventures, political or religious activities, or other uses deemed to be inconsistent with agency activities. Questions about whether a use is appropriate should be sent to your supervisor for determination.

Personal Devices

Employees may choose to use their own equipment to read or compose email or other agency data as governed in this policy. Employees understand that by connecting their personal equipment to the Metro-INET resources, their personal devices could be searched during an e-discovery or other court-ordered scenarios and agree to grant access to their personal devices should such a situation arise.

Mobile devices that have been configured to bypass manufacturer configurations (jailbroken / rooted) are not to be used to access Metro-INET resources.

Metro-INET may require Mobile Device Management or Mobile Application Management solution(s) to protect agency data.

Security Training and Awareness

All employees shall complete assigned security awareness training within 30 days of being granted access to any Metro-INET resources.

All account holders must be provided with and acknowledge they have received and agree to adhere to the Metro-INET Information Security Policies before they are granted access to Metro-INET Information Resources.

Enforcement

Employees found to have violated this policy may be subject to disciplinary action, up to and including revocation of system privileges, termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

Definitions:

Internet: ~~The Internet, a global information infrastructure, is a network of networks used by educators, businesses, the government, the military, and organization. Also known as the world wide web.~~

Electronic Mail: ~~Also known as “e-mail”.~~

Internet Connection: ~~The connections to the world wide web via the St. Francis LAN.~~

Network Supervisor: ~~Person(s) that handles day to day functions of the network server.~~

Login Name: ~~Personal code used to gain access to network services.~~

MIS: ~~Management Information Systems, or data processing.~~

Network: ~~This includes any references containing the word “network” such as “local area network (LAN)” and “network drives.” It refers to the computer used as the network file server, all components used in conjunction with that server, and all components used to connect computers, such as hubs, wiring, interface cards, etc.~~

Password: ~~Confidential code used to gain access to network services.~~

POLICIES

A. Software and Hardware

1.—Copyright Infringement

~~Employees are prohibited from making unauthorized copies of any copyrighted software that is owned or leased by the City of St. Francis. The City Administrator, along with the Network Supervisor, must approve the copying of any software from one computer to another. Failure to abide by federal copyright laws will expose the City of St. Francis, and the employee involved, to criminal and civil liability. This applies equally to the act of bringing software from a home computer, or any other location, to be used on City of St. Francis computers. All software loaded onto City computers, including software for both network and local disk drives (c:), must be pre-approved by the Network Supervisor, or the City Administrator. To prove legal ownership of software, the original diskettes and manuals must be stored on City property. The Network Supervisor will periodically check for software that may be in violation of this policy.~~

2.—Development

~~All software programs developed for use by the City of St. Francis become property of the City. These software programs may not be sold or distributed in any manner without the written consent of proper City authorities. This includes, but is not limited to:~~

- ~~• All applications built using a database management system.~~
- ~~• All spreadsheets using Excel.~~

- ~~Macros or templates created in Microsoft Word or any other word processor.~~
- ~~All presentation graphics created in PowerPoint.~~

~~This policy may not apply to custom software developed by a third-party vendor, in which case a written contract would expressly spell out ownership rights.~~

~~B. Use of Computer Games~~

~~Computer games are not allowed on City computers. City of St. Francis employees are prohibited from using any computer game on City computers. The games that are installed as part of Windows will be removed.~~

~~C. Internet Access~~

~~1. Internet E-Mail~~

~~All City of St. Francis employees have an Internet mailing address. During working hours, Internet mail must be used exclusively for City business. Employees may write, send and read personal e-mail correspondence only on their own time.~~

~~2. Internet~~

~~Access to the Internet will be provided on all City computers. All Internet use may be monitored by the City. During working hours, Internet use will be exclusively for City business. Personal use of the Internet connection after hours is possible only with approval by the Department Head. Usenet or "Chat-group" connections are prohibited at all times on City computers.~~

~~3. Acceptable and Unacceptable Uses of the Internet~~

~~The acceptable uses of the Internet and electronic mail include the following, but are not limited to:~~

- ~~Communication and information exchange directly related to the mission, charter, or work tasks of the City of St. Francis.~~
- ~~Communications and exchange for professional development, to maintain currency of training or education, or to discuss issues related to the users of City activities.~~
- ~~Use in applying for or administering grants or contracts for the City's research or programs.~~
- ~~Use for advisory, standards, research, analysis, and professional society activities related to the user's work tasks and duties.~~
- ~~Announcement of new City regulations, ordinances, procedures, policies, rules, services, programs, information, or activities.~~
- ~~Any other governmental administrative communications not requiring a high level of security.~~
- ~~Communications incidental to otherwise acceptable use, except for illegal or specifically unacceptable uses.~~

~~Unacceptable uses of the Internet and electronic mail include, but are not limited to:~~

- ~~Purposes which violate a federal, state or local law.~~

- Any for-profit activities unless specific to the charter, mission, or duties of the City.
- Purposes not directly related to the mission, charter, or work tasks of the City agency during normal business hours. Private businesses, including commercial advertising.
- Access to and distribution of patently offensive representations or descriptions of sexual acts.
- Access to and distribution of material advocating intolerance of other people, races, or religions.
- Access to and distribution of computer games that have no bearing on the City's mission. Some games that help teach, illustrate, training, or simulate agency-related issues may be acceptable.
- Internet services or activities that interfere with or disrupt network users, services, or equipment.
- Information, copies of, or modified files and other data which are confidential under federal, state, or local law, unless specifically authorized to do so once the legal conditions for release are satisfied. Users intentionally representing themselves electronically as others.
- Use for fundraising or public relations activities not specifically related to City activities.
- Use for political activities. This includes computer equipment and resources.

D. Electronic Mail

All users of electronic mail should password protect their accounts and keep this password confidential. E-mail correspondence is considered private to the extent that under normal circumstances, it is accessible only to the user. However, e-mail messages sent or received in conjunction with government business may be releasable under the Freedom of Information Law. In some cases, it may be accessed by the Network Supervisor.

E. Personal use

Personal use of City computer hardware and software must take place only during non-work hours and only when approved by the Department Head and the City Administrator. Work related use must not be preempted by personal use. Employees must provide their own diskettes and other supplies. Personal files may not be stored on the file server. Personal use for business, other for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with the City's mission is not allowed.

F. Dial-In Network Access

Remote access to the City of St. Francis network via modem will be allowed to certain users as authorized by the City Administrator. Access to network resources will be controlled by user login and passwords. Time limitations may be enforced if necessary.