

<b>Policy Title:</b>  <b>EMPLOYEE EXPECTATION OF PRIVACY</b>	<b>Policy No.</b>	<b>No. of Pages</b>
	EMP06	1
	<b>Eff. Date</b>	<b>Rev. Date</b>
	1/9/2014	

I. **PURPOSE:** The Corporation and its Schools respect the legally established privacy rights of all employees, while recognizing these rights are limited, in certain circumstances, within the context of public school employment. This requires balancing the employee's expectation of privacy with the Corporation and Schools' need for supervision and the efficient operation of the workplace.

II. **POLICY:**

1. An employee in the course of his or her employment may be provided access to the Corporation and Schools' computers, computer networks, software, on-line services, voice mail, electronic mail, offices, desks, file and storage containers, workstations or other Corporation and Schools property. The employee's use of these items is solely for the benefit of the Corporation and Schools and those we serve.

Any information, possession of objects stored or kept in or on any of the aforementioned items or on any Corporation and Schools property are subject to inspection by the Corporation and Schools without notice and should not be considered private by the employee. Inspection and removal of items by the employee's supervisor may occur as the result of:

- a. Immediate need for documents or information from employees who are absent or unavailable; or
  - b. Reasonable suspicion that the search will yield evidence of misconduct, malfeasance or violation of law or Corporation and Schools policy; or
  - c. Routine custodial service; or
  - d. Routine servicing or monitoring of the Corporation and Schools' computers, software or network;
2. Employees will not be subject to electronic monitoring in private spaces or work areas. This does not preclude the use of monitoring devices in common school areas for the specific purpose of assuring student safety.
3. All job-related work product is considered Corporation and Schools property. As a professional courtesy, any work product created by an employee will be requested directly from the author or originator, unless such request is deemed to be impractical or futile.