

BAKER COUNTY LIBRARY DISTRICT

~~Policy~~ Personal Use of District Resources

Summary

In general, ~~public~~ Baker County Library District (BCLD) employees and agents may not use public resources in any form for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations. This policy ensures that all resources provided by the BCLD are used strictly for public and district purposes, in alignment with Oregon Government Ethics Law, and to maintain public trust.

Reason for Policy

Oregon Ethics Law:

All District employees and volunteers must know that as public officials, they are held personally responsible for complying with the ~~provisions in~~ Oregon Government Ethics law. ~~The~~ This law prohibits public officials from using or attempting to use their ~~official~~ positions or offices to obtain a financial benefit for themselves, their relatives or businesses they are associated with through opportunities that would not otherwise be available but for their ir position or office ~~held~~.

In ~~the State of~~ Oregon, public officials ~~become public officials~~ include individuals who hold their positions through employment, appointment, election or volunteering. Oregon Government Ethics law prohibits every public official from using ~~or attempting to use the position held as a public official~~ their role to obtain a financial ~~benefit, if the opportunity for the financial benefit~~ benefit that would not otherwise be available ~~but for the position held by the public official~~ to them. ~~The Prohibited~~ financial benefits prohibited can be either an opportunity include opportunities for gain or ~~to avoid an~~ avoidance of expense.

[ORS 244.040(1)]

Public Trust:

~~The District deals constantly with the public's perception of how we conduct the business of the District. All District employees must be BCLD employees and agents must consistently be constantly~~ mindful of the public trust they uphold. ~~that we discharge, of the necessity for~~ This requires conducting ~~ourselves themselves~~ with the highest ethical principles, high ethical standards and avoiding any actions that may be viewed as ~~a violation~~ s of the public trust. As custodians of resources entrusted us by the public, government entities, and private donors, ~~we employees~~ should always be mindful of how we utilize responsibly manage these resources and ensure they are used solely for District purposes, except as authorized in this policy. ~~As members of working teams and our communities, we should also be mindful of our responsibility to act so that others are not deprived of access to necessary resources. These resources include, but are not limited to, employee's time, facilities, supplies, and equipment, such as telephones, fax machines, and computers.~~

Accountability and Liability:

~~In any business environment, however, accountability must be balanced with a consideration of the needs of employees to carry on normal day-to-day responsibilities related to their personal lives. The complex task of balancing accountability to the public with the life-needs of employees calls for the~~

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~~District to provide direction when weighing these two essential obligations. A release of liability form shall be signed by the employee given authority to borrow District property for personal use. While accountability to the public is essential, the District also recognizes employees' need to balance work responsibilities with personal life demands. This balance requires guidance to weigh these obligations effectively. Employees who are granted authority to borrow District property for personal use must sign a release of liability form in advance.~~

Policy Statement

The use of BCLD resources and services for non-official purposes is permitted only in compliance with the following criteria:

- ~~The cost to the District must be negligible~~Negligible Cost:- Personal use must incur only minimal, incidental costs that do not require additional purchase of supplies or result in significant wear and tear on District property.
- ~~No Interference: The use~~Personal use must not interfere with an District employee's obligation to ~~carry out~~fulfill District duties effectively and in a timely ~~and effective~~ manner. Time spent ~~engaged in the non-official use of District resources~~on personal use is not considered ~~to be~~ District work time.
- ~~No Undermining of District Purposes: The use~~Personal use must ~~in no way undermine the use of District~~not compromise the availability of resources ~~and services for official purposes~~for District operations or activities.
- ~~No Sponsorship or Endorsement: The Personal~~ use ~~neither expresses nor implies~~must not imply sponsorship or endorsement by the District.
- ~~Legal Compliance: The Personal~~ use must ~~be consistent~~comply with state and federal laws regarding obscenity, libel, ~~or the like, and state and federal laws and District policies regarding~~ political activity, ~~the marketing of products or services, or and~~ other inappropriate ~~activities~~actions.
- ~~Auditing Awareness: Users~~Employees should ~~be aware~~understand that ~~internal or external audit or other needs may require examination of uses of~~ District resources ~~or services and should not expect such uses to be free from~~may be subject to audit or inspection by ~~administrative staff for compliance purposes at any time and without prior notification.~~

Application:

Each case will ~~depend upon the particular~~be evaluated based on specific circumstances and ~~other important~~ factors such as materiality or reasonableness. The ~~ultimate control, therefore, lies with each~~ employee's supervisor will have the final authority to assess and approve personal use requests, as that person should have based on direct knowledge of ~~the the behaviors and needs of the individual~~ employee's role and needs.

Appropriateness of Practices:

Employees ~~should be encouraged to~~ consult with their supervisor or the Library Director ~~in advance~~ if they have any questions about appropriateness of ~~certain practices~~a specific personal use. A supervisor's ~~decision cannot, however, approval cannot override~~ circumvent other District policies or statutes and procedures of the District that may restrict personal use beyond ~~the limitations cited herein~~

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~~the guidelines outlined here. For example, the use of District use of public telephones, fax machines, mail services, vehicles, and facilities must comply with existing District policies, and the use of District resources for certain types of political activity is prohibited advocacy is prohibited by law.~~

Resource--~~Specific Guidelines~~Limitations:

Copy, Print and Mail Services:

~~Postage stamps, and mailing materials, copy and printing resources owned by the District may only are to be used exclusively for District-related business. Personal use is prohibited. Employees may use district-owned copy and printing resources for personal use during their non-work time at a discounted fee rate established by the administration provided the usage does not impede public services or district operations.~~

Facilities:

~~Access to non-public areas of District facilities is permitted-allowed only for official or authorized use only. Employees and agents may not access District facilities exclusively-solely for personal use reasons during closed hours.~~

Telephones, ~~and Fax Machines~~Mobile Phones, and Computer Resources:

~~District telephones and fax machines are for business purposes only. Only calls related to District business may be charged to District lines or calling cards. Personal calls may not be billed-charged to District telephone numbers-phone lines or calling cards. Personal-Long-distance personal calls may be made from District telephones-landline phones only when these calls are-if placed as credit card, collect, third number (non-District) calls, or reported to District administration within 14 days to District administration for reimbursement arrangements-by the employee. This telephone policy also applies to the use of District fax machines.~~

~~District-issued mobile phones and IT equipment are provided for official use. Limited personal use is permitted if it does not interfere with District duties, incur additional charges, or violate District policies. Employees must monitor personal data and call usage to stay within plan limits. Personal texting should be minimized, and mobile data usage should primarily support District business. Any personal usage resulting in additional costs must be promptly reported and reimbursed by the employee.~~

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Vehicles:

No employee ~~can allow the~~ may use ~~of~~ a District vehicle ~~that is not in compliance~~ in a manner inconsistent with the District's Personnel Policy on the Use of Vehicles.

Examples of Non-Compliance

Typical examples of misuse of government resources include, but are not limited to:

- Misuse of Financial Resources: Using public funds to purchase goods or services solely for personal use.
- Misuse of IT Resources: Using a workplace computer for extensive personal use, such as running a private business, or recreational activities un-related to one's duties.
- Misuse of Vehicles: Using a district vehicle solely for personal reasons such as private errands, projects, or travel.
- Time Theft: Using paid work hours for personal activities such as shopping, gambling, games, recreation, or excessive socializing.

No Expectation of Privacy

Employees should understand that there is no expectation of privacy when using government-owned technology resources. All data created, stored, or transmitted on government devices may be subject to monitoring, auditing, and retrieval to comply with public records requests.

Reporting Misuse of District Resources:

Employees are required to immediately report ~~to the Library Director~~ any knowledge or suspicion of financial or ~~usage irregularities that may constitute misappropriation or resource~~ misuse of District assets (i.e., including improper personal use of District resources, facilities, equipment, supplies, cash)-to the Library Director or Human Resources Manager.

Consequences:

Employees found in violation of this policy may be subject to disciplinary action up to job termination, as well as mandatory restitution, and in some cases, fines and criminal charges.