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HUMAN RESOURCES DEPARTMENT

TO: Department Heads

FROM: Linda B. Thomas, Human Resources Director 

THROUGH: Joyce Wilson, City Manager

RE: Unauthorized Internet Usage

DATE: January 23, 2007

The City of El Paso provides Internet usage to assist employees in conducting their job duties and work assignments. The Internet clearly provides vast amounts of information, which employees can benefit from. However, it is important to keep in mind that good judgment must be exercised at all times by employees when utilizing the Internet.

Recently, the Human Resources Department has investigated several complaints regarding inappropriate Internet usage by City employees. Specifically, City employees have been utilizing the Internet to access obscene and pornographic websites. Be advised that in accordance with the City of El Paso's "Internet Acceptable Use Policy" (attached), accessing and/or knowingly retrieving or storing obscene materials on City equipment is strictly prohibited. Additionally, illegal activity, such as gambling, or any other activity that detracts from productivity and impinges on the services we provide is strictly prohibited and may result in termination of employment.

Department Heads should ensure that all employees are fully aware of the City's policy regarding Internet usage. Each Department Director should address employee questions regarding appropriate and acceptable Internet usage on a case-by-case basis. As a guideline - employees may access non-job related sites as long the content is not offensive and the use is strictly incidental and constitutes no more than 15 minutes of an 8-hour workday.

Enclosure: City of El Paso Internet Acceptable Use Policy (December 1997)

