



# CITY OF BLAIR

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**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** January 1, 2025  
**Revised Date:**

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# CITY OF BLAIR

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**Section:** 100 Roles, Responsibilities & Relationships  
**Number:** 102  
**Subject:** Ethics & Conflict of Interest  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy and procedure is to establish a framework within which all City employees are expected to conduct themselves and the operations of the City with the utmost integrity, ethical standards, and adherence to applicable federal, state, and local laws and regulations. This policy serves to prevent conflicts of interest and unethical practices by providing clear guidance on acceptable and unacceptable behaviors and activities. It recognizes employees' rights to independent personal activities, provided these do not conflict with the City's interests or negatively impact its reputation. By highlighting potential areas of concern and providing a means for discussing and resolving ethical dilemmas and conflicts of interest, this policy aims to foster an environment of transparency, accountability, and trust within the City organization. It underscores the City's commitment to ethical practices and acts as a safeguard against any conduct that may compromise the integrity of its operations or the trust and confidence of its stakeholders.

## **Policy:**

The City expects all employees to conduct themselves and the City's business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest. Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City.

## **Procedure:**

1. It is not possible to define all the circumstances and relationships that might create a conflict of interest. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:
  - a. Soliciting or profiting from the City's client or prospect base or other City asset for personal gain.

- b. Acting on behalf of the City in servicing or obtaining a client and limiting the best solution for the client or prospect for personal financial gain.
  - c. Acting as director, officer, employee or otherwise for any business or institution with which the City has a competitive or significant business relationship without the written approval of the City Administrator.
  - d. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of City business.
  - e. Accepting substantial gifts or excessive entertainment from an outside organization or the City.
  - f. Using one's position in the City or knowledge of its affairs for personal gains.
2. If a situation arises where there is a potential conflict of interest, the employee should discuss this with their Manager for advice and guidance on how to proceed.



# CITY OF BLAIR

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**Section:** 100 Roles, Responsibilities & Relationships  
**Number:** 103  
**Subject:** Confidential & Proprietary Information  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to emphasize the critical importance of safeguarding confidential business information and trade secrets, which are fundamental to the City's interests, competitive position, and overall success. This policy aims to protect sensitive information that employees may access due to their roles within the organization and prevent any unauthorized use or disclosure that could compromise the City's operations or reputation. It establishes clear guidelines and repercussions for the misuse or inappropriate sharing of confidential information, supporting the City's commitment to maintaining trust, integrity, and security in its business practices. Additionally, this policy respects the rights of employees to freely discuss wages and employment conditions, ensuring a balanced approach to confidentiality that aligns with applicable labor laws. By clearly delineating the expectations and responsibilities regarding the handling of confidential information, this policy seeks to uphold the City's standards of professionalism and legal compliance.

## **Policy:**

The protection of confidential business information and trade secrets is vital to the interests and success of the City. Confidential information is all information disclosed to or known by you because of employment with the organization that is not generally known to people outside the organization about its business.

## **Procedure:**

1. An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.
2. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.



# CITY OF BLAIR

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**Section:** 100 Roles, Responsibilities & Relationships  
**Number:** 104  
**Subject:** Political Activity  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to ensure compliance with Neb. Rev. Stat. §23-3001 regarding the participation of City employees in political activities. This policy is designed to uphold the integrity and neutrality of the City workforce by clarifying the conditions under which employees can engage in political activities. It safeguards the public's trust by prohibiting political activity during office hours or while performing official duties and by restricting political activities when employees are in uniform. By establishing these guidelines, the policy seeks to balance employees' rights to political expression with the need to maintain a nonpartisan and professional public service environment.

## **Policy:**

It is the policy of the City to permit employees to participate in political activities, provided such participation occurs outside of office hours and does not interfere with their official duties. To maintain the integrity and impartiality of the City workforce, employees are prohibited from engaging in any political activity while wearing a City-required uniform. This policy ensures that political activities are conducted in a manner that does not compromise the perceived neutrality and professionalism of the City's operations.

## **Procedure:**

1. This policy is in accordance with Nebraska Revised Statute § 23-3001 which states that unless specifically restricted by a federal law or any other state law, no employee of the state or any political subdivision thereof shall be prohibited from participating in political activities except during office hours or when otherwise engaged in the performance of his or her duties.
2. No employee may engage in any political activity while wearing a uniform required by the City.



# CITY OF BLAIR

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**Section:** 300 Personnel Structure  
**Number:** 302  
**Subject:** Employee Travel & Reimbursement  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to establish a clear and structured framework for reimbursing City of Blair employees for reasonable travel expenses incurred while conducting official business away from their normal work location. This policy is designed to ensure that all business travel is pre-approved by the City, that travel arrangements and expenses are managed efficiently, and that employees are fairly compensated for legitimate travel-related expenses undertaken in the course of fulfilling their professional duties.

## **Policy:**

This policy and procedure provides guidelines for the appropriate use of City resources, delineates the procedures for expense reporting and reimbursement, and outlines the consequences for the misuse or falsification of travel-related claims. Through this policy, the City intends to support its employees in achieving their business objectives while ensuring accountability and compliance with established travel expenditure standards.

## **Procedure:**

1. The City reimburses employees for reasonable business travel expenses incurred while on assignments away from the normal work location.
  - a. All business travel must be approved in advance by the City Administrator. A business travel expense report form is available from City office staff.
2. Employees whose travel plans have been approved are responsible for making their own travel arrangements, but will be assisted by their Supervisor, City Clerk, or Human Resources Director, if necessary, in making non-vehicular travel and hotel arrangements.
3. When approved, actual costs for lodging, transportation (other than personal vehicles), and other expenses (i.e. parking, registration fees, etc.) directly related to the accomplishment of business travel objectives will be paid for directly by the City whenever possible.
  - a. If direct payment by the City is not feasible, the employee will be reimbursed for all allowable travel-related expenditures.

4. The City will provide a per diem rate for food, and it shall be based upon the amount set by the United States Government General Services Administration (GSA) guide, which is governed by the Internal Revenue Service for the applicable city/location.
  - a. The appropriate costs are monitored on an annual basis by GSA.
  - b. If lodging is not paid directly by the City, employees must submit to their Supervisor copies of lodging invoices in order to obtain reimbursement.
5. The current GSA guide is assessable via the Internet at [www.gsa.gov](http://www.gsa.gov).
  - a. Daily meal and miscellaneous expense allowance breakdowns vary by geographic location and are meal specific.
  - b. Meals included as part of the conference or training or those provided at no additional costs by the lodging entity (i.e. continental breakfast/buffet) are not reimbursable.
  - c. Per diem shall not be paid for travel and city business that does not require an overnight stay.
  - d. The first and last day of business travel is paid at seventy-five percent (75%) of the per diem amount shown for meal and incidental expense breakdowns on the GSA website.
6. When driving is required by authorized business travel, city-owned vehicles should be utilized to the maximum extent possible.
  - a. An employee may utilize their personal vehicle when approved by their Supervisor. When such use is authorized, the employee may request mileage reimbursement.
  - b. Mileage shall be reimbursed at the current rate established by the State of Nebraska.
  - c. Any employee involved in an accident while traveling on business must promptly report the incident to their Supervisor.
  - d. Vehicles owned, leased, or rented by the City may not be used for personal business.

7. Cash advances to cover reasonable anticipated expenses are authorized.
  - a. After travel is approved, employees may submit a written request for advance payment through their respective Supervisors to the finance department.
  - b. Requests for travel cash advances must be made well in advance to allow for approval by the City Administrator.
8. When travel is completed, employees should submit completed travel expense reports within seven (7) days.
  - a. The travel report shall include the calculation of the per diem amount based upon the number of days or partial days and any adjustment to meals paid directly by the City with the conference registration fee.
  - b. Reimbursement shall be made in accordance with the expense provisions of this policy.
9. Employees should contact their Supervisor or finance department for guidance and assistance on procedures related to travel arrangements, cash advances, travel expense reports, or any other business travel issues.
10. Abuse of this policy, including falsification of cash advance requests or travel expense reports, may be grounds for disciplinary action, up to and including termination of employment.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 501  
**Subject:** Contact With the Media  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to ensure a consistent, accurate, and unified approach to handling media inquiries related to the City and its clients. By directing all requests for interviews or information to the City Administrator or an appointed designee, we aim to manage communications effectively, maintain the integrity and reputation of the City, and ensure that all public information is disseminated responsibly. This policy applies to all forms of media, including television, radio, newspapers, newsletters, and websites, recognizing the wide-reaching impact of media publications on public perception and trust.

## **Policy:**

It is the policy of the City to centralize and manage all communications with media outlets to ensure that information regarding the City and its clients is conveyed accurately and consistently. All requests for interviews or information from the media must be directed to the City Administrator or their designated representative. The City Administrator or designee is responsible for evaluating and determining the appropriate response to each request. This policy is applicable to all media formats, including television, radio, newspapers, newsletters, and websites, to safeguard the City's image and promote clear and effective public communication.

## **Procedure:**

1. All requests for interviews or information from the media regarding the City or our clients are to be directed to City Administrator or his/her designee.
  - a. The City Administrator or his/her designee will determine the appropriate response to the request.
2. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspapers, newsletters and websites.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 502  
**Subject:** Clothing & Grooming Standards  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to establish grooming and dress standards for employees of the City of Blair. This policy also outlines specific guidelines for hair, facial hair, and tattoos. Additionally, the policy outlines the uniform specifications for eligible departments and mandates participation in the uniform/clothing & laundry service for certain positions.

## **Policy:**

The City of Blair establishes these standards of dress and grooming in order to present an appearance that instills confidence and respect. The City Administrator is the final authority for the interpretation and decisions pertaining to grooming standards and dress code.

## **Definitions:**

*Uniformity:* To be of one form, possessing consistency or sameness in appearance.

## **Procedure:**

1. Grooming and Dress Standards for All Employees
  - a Employees shall maintain a neat and clean personal appearance unless the nature of the assignment requires otherwise.
  - b Extreme or offensive clothing or items may be prohibited by the city administrator. Appeal can be made to the Mayor.
  - c Contemporary hair and grooming standards are allowable as long as a neat appearance is maintained, and styles do not constitute a safety hazard to the employee.
2. Grooming Standards for Employees
  - a Hair

i) Hair shall be worn in an unobtrusive style, away from the face, and in a manner which does not interfere with vision;

b Facial Hair

i) Employees may wear beards and mustaches provided they are well kept and worn in a manner which does not interfere with their work or pose a safety hazard.

c Tattoos

i) Employees are discouraged from getting tattoos which would generally be considered offensive or disgusting.

3. Uniform Specifications

a The City of Blair subscribes to a uniform/clothing & laundry service.

b Through the service, employees will be able to choose from a variety of clothing options, rotating up to eleven (11) items (combination of pants, shorts & shirts).

c Participation in the service is mandatory for the below listed City departments and positions:

- i) Parks/Cemetery Department;
- ii) Public Works Department;
- iii) Building Inspector\*; and,
- iv) Code Compliance & Facilities Director\*.

\* Pants rental NOT included. Pants damaged at work will be reimbursed at the following rate:

▪ Less than 12 months old:	100%
▪ 12 – 23 months old:	75%
▪ 24 – 35 months old:	50%
▪ 36 – 47 months old:	25%
▪ 48 months or older:	0%

d The below listed positions shall not participate in the service:

i) Police Department employees not covered under the FOP Contract, to include:

- (1) Chief of Police;
- (2) Captain; and,
- (3) Animal Control Officer.

ii) Director of Public Works.

4. Employees should refer to the “Use of Reflective Outerwear” for information on when approved Highly Visible clothing is required.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 503  
**Subject:** Use of Reflective Outerwear  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to ensure the safety of City workers who are required to work in or near traffic areas. The use of American National Standards Institute (ANSI) approved high-visibility reflective outerwear will increase visibility, reducing the risk of accidents and injuries for both City workers and motorists.

## **Policy:**

City workers are required to wear ANSI approved reflective outerwear whenever they are working in traffic or near moving vehicles. This policy applies to all city departments and their employees engaged in tasks that involve working on, alongside, or in close proximity to roads or traffic areas.

## **Definitions:**

**ANSI:** American National Standards Institute is a private non-profit organization that administers and coordinates voluntary standardization to develop and maintain performance standards.

**Reflective Outerwear:** ANSI-approved high-visibility vests, jackets, coats, or coveralls with reflective stripes, designed to enhance visibility during daytime, low-light, and nighttime conditions.

## **Procedure:**

1. All City workers employed in roles that involve working in traffic or near moving vehicles, confined spaces or construction equipment must wear ANSI approved reflective outerwear when doing such work.
2. Reflective outerwear shall be worn over the outermost layer of clothing to maximize visibility.
3. The reflective outerwear provided to employees must meet the ANSI standards for high-visibility clothing (ANSI Class 2 or Class 3).

4. The City's Human Resources department is responsible for procuring and providing.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 504  
**Subject:** Visitors  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to enhance the safety, security, and productivity of the City work environment by establishing clear guidelines for managing visitors. The aim of this policy is to prevent unauthorized access and ensure the protection of our staff and premises. Additionally, to minimize disruptions and maintain a conducive atmosphere for employees engaged in phone communications, this policy requests that noise levels be kept to a minimum. Together, these measures support a secure and efficient workplace.

## **Policy:**

To ensure the safety, security, and efficiency of our office environment, the City mandates that all visitors be escorted by a City employee at all times while on the premises. Visitors are not permitted to roam the office unaccompanied. Additionally, to support the work of our employees, particularly those engaged in phone communications, visitors are requested to maintain low noise levels. This policy is designed to protect our employees and facilities while fostering a professional and productive workplace.

## **Procedure:**

1. In an effort to maintain safety and security guidelines have been put in place regarding visitors in our office.
  - a. All visitors are to be escorted by a City employee at all times.
  - b. Please do not allow visitors to roam the premises unaccompanied.
  - c. Because the majority of our employees are on the phone, it is asked that noise be kept to a minimum.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 505  
**Subject:** Identification Badges & Building Access  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to establish protocols for the distribution and management of keys and access cards, ensuring that employees have the necessary access to fulfill their job responsibilities while maintaining the security and integrity of City facilities. By clarifying access procedures and emphasizing the shared responsibility of all City employees to secure the premises, this policy aims to safeguard our work environment against unauthorized access and potential security breaches. It underscores the importance of each employee's role in upholding the security standards of the City's operations.

## **Policy:**

The City is committed to ensuring the security and integrity of its facilities while providing employees with the necessary access to perform their job duties effectively. Upon commencement of employment, employees will be issued keys and/or access cards that permit entry to designated areas essential for their roles. Typically, only the front office door remains unsecured during business hours; however, employees are entrusted with the responsibility to verify that all areas are securely locked before leaving for the day. This policy reinforces the collective duty of all City employees to maintain a secure work environment.

## **Procedure:**

1. Upon starting employment with the City, you will be issued keys/access cards that will allow access to the entrance to be used by employees and any areas that management deems necessary for you to complete your job duties.
2. Generally, the front office door is the only unsecured door during business hours. However, there are times when other doors to other parts of the building are unlocked for various reasons.
  - a. All the City employees have the responsibility to ensure that all areas are secured before leaving for the day.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 506  
**Subject:** Emergency Plan  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to affirm the City's commitment to prioritizing the health and safety of its employees, recognizing them as our most critical resource. Through comprehensive training, provision of safe work environments, and clear emergency procedures, this policy aims to minimize risks and ensure the well-being of all personnel. By outlining general guidelines for emergency situations, including maintaining composure, knowing emergency contact numbers, and being aware of emergency exits, the policy seeks to equip employees with the knowledge and preparedness necessary to effectively respond to emergencies, thereby safeguarding their health and safety above all else.

## **Policy:**

The City is committed to ensuring the health and safety of its employees, recognizing them as our most valuable asset. To this end, we provide comprehensive training, safe working environments, and implement procedures that prioritize employee well-being. In the event of an emergency, employees are expected to stay calm, think clearly, and follow established protocols. Key emergency contact numbers should be known, and employees should be aware of their surroundings, including the locations of exits. In emergencies, only use stairs and promptly notify appropriate personnel if an emergency situation arises. No task is more important than the safety and health of our workforce.

## **Procedure:**

1. The City recognizes that our people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No task, no matter what its perceived result, is more important than employee health and safety.
2. General Guidelines in an Emergency
  - a. Stay calm and think through your actions. Know important emergency numbers, such as:
    - i. Fire/Police/Ambulance: 911

ii. Human Resources Department: 402.426.4141

b. Be aware of your surroundings:

- i. Know where exits are located.
- ii. In the event of an emergency, use only stairs.
- iii. Do not hesitate to call or alert others if you believe that an emergency is occurring.



# CITY OF BLAIR

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**Section:** 500 City Operations  
**Number:** 507  
**Subject:** Inclement Weather  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to ensure the safety and well-being of City employees during inclement weather conditions by providing clear guidelines and promoting flexible decision-making. Recognizing the potential impact of adverse weather on normal office operations, this policy allows employees to make informed decisions tailored to their personal circumstances, while ensuring continuity of essential City services. By fostering proactive communication between employees and supervisors and detailing the procedures for weather-related closures and modified work arrangements, this policy seeks to balance operational needs with employee safety. It also clarifies expectations for essential personnel and the handling of compensation and working hours during such events.

## **Policy:**

The City is committed to ensuring the safety and well-being of its employees during inclement weather conditions, which may require adjustments to normal office protocols. This policy provides guidance for managing work arrangements during severe weather events, such as extreme cold, severe storms, and floods. Employees are encouraged to proactively communicate with their supervisors regarding individual circumstances to establish appropriate protocols for working during inclement weather, including the possibility of arriving late or working from home.

Essential personnel, as designated by the City Administrator, include employees from the Police, Public Works Department, Parks, and certain Administrative Staff, who are required to report for duty. Other departments are not required to report when staffing is limited to essential personnel only. In the event of a full-day office closure, full-time employees will receive pay for a normal workday, with non-exempt employees paid for eight hours. Early departures prior to official closing will be compensated based on actual hours worked or require the use of vacation time. Exempt employees will maintain pay for a full day but must complete work at a later time. This policy is designed to prioritize safety while maintaining essential services to the community.

## **Procedure:**

1. There are times when the weather conditions may dictate changes to normal office protocol. While these conditions are more likely to occur in the winter (extreme cold);

severe storms), there are other circumstances, such as floods would also be considered as “inclement” conditions.

- a. TORNADOS generally fall outside of this policy, as the duration is limited.
2. The inclement weather policy is designed to address the safety of our Employees, and to allow common sense to guide decision-making. By tuning into your local news, you will have access to the same information we use to make our decisions.
  3. We encourage employees to be proactive and discuss their particular situation (driving distance; daycare; driving concerns, etc.) with their Supervisor. By doing this, they can establish personal protocols (coming in late, working from home, etc.) for decision making on inclement weather days.
  4. Essential personnel shall be employees within the City’s Police, Public Works Department, Parks, and designated Administrative Staff as determined by the City Administrator.
  5. All other City departments shall not be required to report for duty on days when staffing levels have been declared as “essential personnel” only.
    - a. If the office is officially closed for an entire day due to the weather, all full-time employees will be paid for a normal workday.
    - b. Non-exempt employees will be paid eight hours of time on their timecards.
    - c. For purposes of overtime, paid time for office closures is not considered actual hours worked.
  6. If the office closes early and you leave earlier than the official closing time, you will be paid only for actual hours worked, or you may take Vacation.
    - a. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 701  
**Subject:** Acceptable Use of Technology  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this policy is to establish guidelines for the acceptable use of the City's computer equipment and systems to ensure the security, integrity, and reliability of information technology resources. It aims to protect City assets and data, including information entrusted by third parties, by preventing unauthorized access, misuse, and other security threats. This policy delineates appropriate employee behavior in utilizing City technology for business purposes while allowing limited personal use under specific conditions. Furthermore, it underscores the City's right to monitor usage to ensure compliance and outlines the consequences of policy violations. By fostering a secure and responsible digital environment, this policy supports the effective and ethical use of technology resources in achieving the City's operational objectives.

## **Policy:**

The City is committed to ensuring the responsible and secure use of its computer equipment and systems by all employees and contractors. This policy applies to all digital resources, including software, network, internet, email, voice mail, and mobile devices. All information transmitted over City networks is considered a City asset and must be protected against unauthorized access, misuse, and other security threats.

Employees are permitted to use City technology primarily for business purposes, with limited personal use allowed under conditions that do not impact resources, productivity, or business operations. The use of these resources for unethical, illegal, or inappropriate activities is strictly prohibited.

To maintain system integrity, the City reserves the right to monitor and examine all data stored on its equipment without notice. Compliance with copyright laws and the safe handling of downloads to prevent viruses are mandatory. Violations of this policy may result in disciplinary action, up to and including termination.

All City technology and data are the property of the City, and employees are expected to adhere to this policy to maintain a secure and efficient working environment. Users accept these terms and conditions upon using City technological resources.

**Procedure:**

1. This policy addresses the acceptable use of City computer equipment and systems.
2. The policy applies to all City Employees and contractors, collectively "workers," and covers all City computer equipment and systems including but not limited to: software applications, network access and applications, Internet access and applications, e-mail, voice mail, smartphones and other wireless devices, peripheral equipment and any other devices accessed on or through City computers or network.
3. All information traveling over City computer networks that has not been specifically identified as the property of other parties will be treated as though it is a City corporate asset. It is the policy of the City to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse or theft of this information.
4. In addition, it is the policy of the City to protect information belonging to third parties that has been entrusted to the City in confidence as well as in accordance with applicable contracts, industry standards, regulations and legislation.
5. As a productivity enhancement tool, the City encourages the business use of electronic, computer-based technology. All data which resides on City systems, including backup copies are considered to be the property of the City, not the property of the users.
6. City assets are intended for use in conducting the business of the City. Incidental personal use is permitted as long as:
  - a. It does not consume more than a trivial amount of a resource.
  - b. It does not interfere with staff productivity.
  - c. It does not preempt any business activity.
  - d. It is not used for or in conjunction with any activities that are, in the sole discretion of the City, considered to be offensive, immoral or discriminatory.
  - e. It is not used for or in conjunction with any illegal activities.
7. An Employee should take extreme caution when transferring or downloading files (including software) from any external source. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into City's network. It is mandatory that you comply with copyright and trademark laws when transferring files.
8. If an Employee finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the IT department.
9. At any time and without prior notice, City's management reserves the right to examine personal file directories, e-mail, voice mail and other information stored on City smart devices, computers, network, etc. This examination helps to ensure compliance with internal policies and supports the performance of internal investigations, and assists with the

management of City's information systems. Use of City technological resources constitutes acceptance of such monitoring at the direction of the City Administrator.

10. This policy should be read and interpreted in conjunction with all other City policies, including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from using technological resources for any unethical purpose, including but not limited to pornography, violence, gambling, racism, harassment or any illegal activity.
11. Employees are forbidden from using technological resources to store, post or communicate any untrue or threatening remarks which violate policy about clients, fellow Employees or others. Employees are also prohibited from using City's technological resources for any other business or profit-making activities. Disclosure of any confidential information to any party not entitled or specifically allowed by law to that information is prohibited. Violations of these guidelines may result in disciplinary action up to and including termination.
12. All files, postings, voice mails, e-mails and attachments can be disclosed to law enforcement or other third parties without prior consent. If necessary, the City will advise appropriate legal officials of any illegal violations.
13. Workers are expected to be knowledgeable of these and all policies of City. Any questions should be directed to City Administrator. Violations of this or any other policy subjects an Employee to immediate revocation of system privileges and may result in disciplinary action, up to and including termination.
14. All equipment and software is the property of the City, including data created and/or stored using the equipment and/or software. Use of any technological tool constitutes acceptance of the monitoring of appropriate use at the direction of City Administrator.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 702  
**Subject:** Acceptable Uses of Computers  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this procedure is to protect the City's computer equipment by ensuring employees follow key responsibilities regarding equipment care and information security. Workers must keep City resources secure by installing only authorized software, maintaining antivirus protection, and preventing unauthorized access and data exposure. Prompt reporting of security incidents and adherence to network and information security policies are critical.

## **Policy:**

The City requires all employees to protect and responsibly use City equipment and information resources. Accessing City systems and data must align with established policies, and any security incidents must be reported immediately. Adherence to these guidelines is mandatory.

## **Procedure:**

1. The City invests significant capital in equipment which is used by their workers in fulfilling their jobs.
  - a. Workers are expected to take reasonable efforts to keep the equipment they are entrusted with safe from harm.
  - b. No software can be installed on City equipment without the consent of the IT Department.
  - c. All computers used to access the City network must have up-to-date antivirus software installed and actively deployed.
  - d. Workers must take all reasonable measures to ensure that no viruses are introduced to City resources.
    - i. Workers should be aware of all the security, privacy, media and other policies which may be incorporated by reference or by practice into this policy. Specifically:

- e. Know and apply the appropriate City policies and practices that pertain to network and information security.
  - f. Not permit any unauthorized individual to obtain access to City systems, including internet connections.
  - g. Not use or permit the use of any unauthorized device in connection with City personal computers.
  - h. Not use City resources (hardware, software or data) for other than authorized company purposes.
  - i. Maintain exclusive control over and use his or her password(s) and protect them from inadvertent disclosure to others.
  - j. Ensure that data under his or her control and/or direction is properly safeguarded according to its level of sensitivity.
  - k. Report to the IT and City Administrator any incident that appears to compromise the security of City information resources. For example, missing data, virus infestations, unexplained transactions, etc.
  - l. Access only the data and automated functions for which he/she is authorized in the normal course of business activity.
  - m. Obtain authorization from your Supervisor for copying, uploading or downloading of information to or from City multi-user systems if this activity is outside the scope of normal business activities.
  - n. Make backups of all sensitive, critical and valuable data files as often as is deemed reasonable by IT.
2. Violation of these policies may be subject to disciplinary procedures up to and including termination.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 703  
**Subject:** Acceptable Uses of Software  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this procedure is to regulate software installation and use on City systems, ensuring compliance with legal and security standards. The procedure aims to uphold software vendors' license agreements by forbidding unauthorized copying or use of software.

## **Policy:**

## **Procedure:**

1. Employees are prohibited from installing software on City systems without prior written approval of the IT and City Administrator.
  - a. The installation (including downloading) of games and other entertainment software is prohibited.
  - b. The transfer of any executable files or programs which change the configuration of your system by anyone other than IT department personnel is prohibited.
2. The City strongly supports strict adherence to software vendors' license agreements.
  - a. When at work, or when City computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden.
3. Violation of these policies may be subject to disciplinary procedures up to and including termination.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 704  
**Subject:** Acceptable Uses of Electronic Messaging  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

This procedure aims to establish guidelines for the responsible use of electronic messaging systems by City employees to ensure the security, accountability, and proper management of communications. It outlines the requirements for unique user identification, cautions against unauthorized message distribution, and emphasizes the importance of data protection through encryption and proper message handling. Compliance with these policies is critical, as violations may result in disciplinary actions, highlighting the need for secure and professional electronic communication within City operations.

## **Policy:**

The City requires all employees to adhere to established electronic messaging protocols to ensure the security, confidentiality, and proper management of all communications, recognizing their potential to be accessed and monitored as City property. Employees must use unique credentials, avoid unauthorized message distribution, and apply encryption for sensitive information. Non-compliance with these protocols may lead to disciplinary action, underscoring the City's commitment to maintaining a secure and professional communication environment.

## **Procedure:**

1. Electronic messaging encompasses all forms of communication in an electronic format, including but not limited to e-mail, voice mail, texting and blogging.
  - a. All City workers must have unique usernames and passwords to access the e-mail and voice mail systems, in order to provide the ability to separate the activities of different users.
  - b. Other electronic messaging systems, such as fax machines, do not support user separation.
2. Users are accountable for all transmissions under their username.

3. Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages.
  - a. Sensitive City information may not be forwarded to any party outside of the City without prior approval.
  - b. Blanket forwarding of messages to parties inside or outside the City is prohibited.
4. Messages no longer needed for business purposes must be periodically purged by users from their personal electronic message storage areas.
  - a. The messaging system is not intended as a message and data store. Creation of personal e-mail archives is prohibited.
  - b. All files attachments and/or messages should be dealt with on a timely basis, and then filed in accordance with document management and retention guidelines.
  - c. Electronic messages are automatically purged based on standards published by the IT department.
5. By default, City electronic communications systems are not encrypted, although we do use certain algorithms to detect and encrypt e-mail communications which include Personal Information (PI) and/or Personal Health Information (PHI).
  - a. For all other confidential or sensitive electronic communications, the user is responsible for using encryption or similar technologies to protect the data.
6. The City cannot guarantee that electronic communications will be private.
  - a. Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and/or stored by others.
7. Consistent with generally accepted business practice, the City collects statistical data about electronic communications. As an example:
  - a. Call-detail-reporting information collected by telephone switching systems indicate the numbers dialed, the duration of calls, the time of day when calls are placed, etc.
  - b. Using such information, IT staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

8. All electronic communications sent and received using City devices and/or applications are the property of the City and not the user.
  - a. While it is the policy of the City not to regularly monitor the content of electronic communication, we do reserve that right.
  - b. Users should structure their electronic communications in recognition of the fact that the City will, from time to time, examine the content of electronic communications.
    - i. IT staff may not review the content of an individual employee's communications out of personal curiosity, or at the behest of individuals who have not gone through approval channels.
9. All e-mail messages (sent and received) are automatically copied onto City's e-mail archiving system, and stored until purged according to the e-mail archive retention policy.
10. Employees should exercise the same restraint and caution in drafting and transmitting messages over the electronic and voice mail systems as they would when writing a memorandum or letter, and should assume that their message will be saved and reviewed by someone other than the intended recipients.
11. Violation of these policies may be subject to disciplinary procedures up to and including termination.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 705  
**Subject:** Acceptable Uses of the Internet  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

This procedure aims to ensure the security and integrity of City data and systems by establishing guidelines for internet use, software licensing, and data encryption. It mandates compliance with existing policies, including adherence to software licenses and authentication protocols, and prohibits unauthorized internet connections or installations. This procedure underscores the importance of safeguarding sensitive information and maintaining operational security.

## **Policy:**

The resources, services, and interconnectivity available via the Internet all introduce opportunities and risks. In response to these risks, the Internet Security policy applies to all Employees who use the Internet with City computing or network resources, as well as those who represent themselves as being connected in one way or another with the City.

## **Procedure:**

1. Wiretapping and message interception is straightforward and frequently encountered on the Internet. Accordingly, City secrets, proprietary or private information must not be sent over the Internet unless it has first been encrypted by approved methods.
2. The City strongly supports strict adherence to software vendors' license agreements. When at work, or when the City computing or networking resources are employed, copying software in a manner that is not consistent with the vendor's license is forbidden.
3. Participation in social media is subject to Policy #708 Acceptable Use of Social Media.
4. All users wishing to establish a connection with City computers via the Internet must authenticate themselves at a firewall before gaining access to Company's internal network.
5. Unless the IT Department has approved the practice in advance, users are prohibited from using new or existing Internet connections to establish new business channels. These channels include electronic data interchange (EDI) arrangements, electronic mail with online shopping, online database series, etc.

6. Users must know and apply the appropriate City policies and practices pertaining to Internet security.
7. If sensitive City information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the IT and City Administrator must be notified immediately.
8. Workers may not install other online services to access the Internet on City -owned computers, such as America Online, CompuServe, EarthLink, or any other program or software on your PC. Any questions should be directed to the IT Department.
9. Violation of these policies may be subject to disciplinary procedures up to and including termination



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 706  
**Subject:** Acceptable Use of Passwords  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this procedure is to establish stringent guidelines and protocols for the creation and management of passwords, ensuring the protection and security of user accounts and sensitive information within the City's network. This procedure applies to all City Employees and Independent Contractors, emphasizing the importance of creating strong passwords and maintaining their confidentiality. By adhering to systems-controlled policies and implementing robust password practices, we aim to safeguard our digital infrastructure against unauthorized access and potential security breaches. Compliance with this procedure is mandatory, and any violation may lead to disciplinary action, underscoring our commitment to maintaining a secure and resilient digital environment.

## **Policy:**

It is the policy of the City to prioritize the security and confidentiality of our information systems through stringent password management practices. All City Employees and Independent Contractors are required to create and maintain strong, secure passwords in accordance with systems-controlled policies that dictate length, content, and change frequency. Passwords must be treated as confidential information, and under no circumstances should they be shared or transmitted unsecured. To protect our network integrity, passwords will not be transmitted via unprotected electronic means, although secure access through the City's IP-secured VPN or SSL-protected websites is permissible. Secure storage practices, such as using encryption or controlled-access safes for written records, are mandatory. The use of password management features should align with approved single sign-on solutions like Okta. This policy prohibits the reuse of passwords across multiple systems and stresses immediate reporting and updating of passwords if a compromise is suspected. Adherence to this policy is compulsory, and non-compliance will result in disciplinary action, including potential termination, reinforcing our commitment to preserving the security of our City's digital resources.

## **Procedure:**

1. Passwords are a critical part of information and network security. Passwords serve to protect user accounts.

- a. City Employees and Independent Contractors are required to take appropriate steps to ensure they are creating strong, secure passwords and to keep them safeguarded at all times.
2. Passwords will be governed by systems-controlled policies, which will govern the length, content and change frequency of the password.
3. Passwords are considered confidential information.
  - a. No worker is to give, tell or hint at their password to another person, including Information Technology (IT) staff, administrators, superiors, other co-workers, and friends and family members, under any circumstances.
4. If someone demands your password, refer them to this policy or have them contact the IT or the City Administrator.
5. Passwords are not to be transmitted electronically over the unprotected Internet, such as e-mail; however, passwords may be used to gain remote access to the City's IP-secured Virtual Private Network or SSL-protected website.
6. No Employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe (if in hard copy), or in an encrypted file (if in electronic form).
7. Do not use the "Remember Password" features of applications and/or websites. (It is acceptable to use the single sign on features of Okta, which enables the saving of user IDs and passwords for commonly used websites in a secure manner and requires users authentication to access the stored information.)
8. Passwords used to gain access to the City systems should not be used as passwords to gain access to non-company accounts or information.
9. If possible, don't use the same passwords to access multiple company systems.
  - a. If an Employee either knows or suspects that his or her password has been compromised, it must be reported to the IT and the password must be changed immediately.
10. Violation of these policies may be subject to disciplinary procedures up to and including termination.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 707  
**Subject:** Acceptable Use of Cell Phones  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this procedure is to ensure the safe, legal, and responsible use of cell phones and other wireless communication devices by City employees. By establishing clear guidelines and expectations for the use of personal and City-provided devices, especially in situations such as driving, this procedure aims to protect the safety of our employees and the public. Additionally, it seeks to minimize the risks and liabilities associated with the misuse of these devices during business activities. This procedure underscores the City's commitment to safety and compliance with all legal requirements, thereby fostering a work environment that prioritizes responsible conduct and operational integrity.

## **Policy:**

The City is committed to promoting safety and responsibility in the use of cell phones and other wireless communication devices. This policy applies to both personal devices used during business hours or for City business, and City-provided equipment at all times. Employees must adhere to all relevant laws regarding the use of such devices while driving, as the City strongly discourages this practice to prioritize safety. Employees will bear sole responsibility for any traffic violations or liabilities incurred due to the inappropriate use of wireless devices while driving, and such actions may result in corrective measures, including termination of employment. Compliance with this policy is mandatory to ensure both the safety of our employees and the integrity of the City's operations. Violations will be addressed with disciplinary actions consistent with the seriousness of the infraction, up to and including termination.

## **Procedure:**

1. Cell phones and other wireless communication devices should always be used in a safe, legal and responsible manner.
  - a. This policy applies to personal equipment used during business hours or any time for City business and to City equipment at all times.
2. The City discourages the use of cell phones or other electronic communication devices while driving.

- a. All laws governing the use of cell phones or other electronic communication devices while driving must be followed.
3. Employees who are charged with traffic violations resulting from the use of their wireless devices while driving will be solely responsible for all liabilities that result from such actions and may be subject to corrective action up to and including termination of employment.
4. Violation of these policies is subject to corrective action up to and including termination.



# CITY OF BLAIR

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**Section:** 700 Auxiliary & Technical Services  
**Number:** 708  
**Subject:** Acceptable Uses of Social Media  
**Issued By:** Melinda K. Rump, Mayor  
**Effective Date:** November 26, 2024  
**Revised Date:**

## **Purpose:**

The purpose of this procedure is to provide clear guidelines for City employees who engage in social media activities, ensuring that their participation aligns with the City's goals and values. Recognizing the growing significance of social media as a dynamic communication tool, this procedure outlines expectations for personal and professional use of platforms such as Facebook, LinkedIn, Twitter, Instagram, and others, including emerging technologies. By establishing these guidelines, the City aims to effectively leverage social media to share information, enhance brand awareness, promote organizational initiatives, and foster positive interactions with community members. This procedure underscores the City's commitment to responsible and strategic social media engagement, safeguarding both the organization's reputation and its relationship with the public.

## **Policy:**

The City recognizes the influential role of social media in communication and has established this policy to guide employees in their use of these platforms. This policy applies to a wide range of internet activities, including but not limited to personal blogs and social networks such as Facebook, LinkedIn, Twitter, and Instagram. Employees are expected to engage in social media responsibly, ensuring their interactions reflect positively on the City and align with its values. The City may also utilize social media to disseminate information, enhance brand visibility, promote initiatives, and engage with the community. Compliance with this policy is essential to maintain the integrity and reputation of the City in all digital communications.

## **Procedure:**

1. Social media is a common and expanding form of communication for businesses and individuals. The following are guidelines for City employees who participate in social media. Social media includes personal blogs and other websites, such as Facebook, LinkedIn, Twitter, Instagram, Tumblr, YouTube and more. Because new online tools and technology seemingly develop daily, this list is not exhaustive; therefore, this policy is intended to be applicable to a broad range of Internet activity.
2. The City may use social media as a tool to share information, increase brand awareness, promote the organization and its products, and interact with consumers and community members.

3. This policy will assist employees in understanding how the City policies apply to Internet and social media technologies and their responsibilities when communicating via these methods. The policy will also define requirements for participation in these media, including those hosted by the City, clarifying what is appropriate for employees to say, print or portray on social media sites relating to their workplace, co-workers, clients or work practices.
4. Be professional, use good judgment and be accurate and honest in your communications. You should refrain from posting items which may be policy violations, including comments or posts about drug and/or alcohol use, profanity, off-color or sexual humor, and other inappropriate conduct.
  - a. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the workplace. Ensure that your social media conduct is consistent with all policies contained in the City Employee Handbook.
  - b. Show proper respect for people's privacy and for topics which may result in violation of policies, like politics and religion.
  - c. Comply with the law, including those governing defamation, discrimination, harassment, copyright, fair use and financial disclosure.
  - d. Do not publish, post or release information that is proprietary or confidential, including non-public financial or operational information, legal information, strategic or marketing information, employee information, or personal or business information about the City's customers.
  - e. Consider everything that you post to the Internet to be public information. Because privacy settings on social media sites frequently change, many eyes may fall upon your posts, including those of co-workers, your supervisor, customers, community members, the press and competitors. You should assume that anything you post could be available to anyone for an indefinite period of time. Even posts that are deleted can remain online in various formats.
  - f. You are responsible for what others post on your individual social media accounts. Do not allow any information to reside on your social media accounts that fails to comply with this policy.
  - g. City logos or trademarks should not be used on personal social media accounts. Ensure that your social media activity does not interfere with your job performance and work commitments.

- h. Upon termination of employment with the City, be sure to update your social media to properly reflect your relationship.
- 5. Where no policy or guideline exists, employees should consult with City Administrator before proceeding further.
- 6. Nothing in this policy, whether by language or application, is intended to infringe upon any individual's right to engage in protected, concerted activity as defined by the National Labor Relations Act or any other employee legal rights.