



Board Policy No. 217

Use of District Resources

ADOPTED: 3/9/1988
RECENT AMENDMENT: 12/09/2020
SEE ALSO: BP145, BP201, 214A, BP217, BP434, 434A, BP 440, 440A thru 440D, BP 702

SUBJECT CATEGORY: SECTION 200, HUMAN RESOURCES
SUBSECTION: GENERAL
CONTROL DEPARTMENT: GENERAL COUNSEL

I. PURPOSE

The purpose of this policy is to ensure that all District resources and property owned, leased and maintained by the District are kept in the best possible working condition, are not used for non-District related business and to ensure proper use of such resources, property and District networks.

II. PERSONS AFFECTED

District employees, temporary workers, consultants, contractors, employee and non-employee Union representatives, Board Officers, and Board Members.

III. DEFINITIONS

“District Resources” means District e-mail, social media accounts or platforms, telephones, copiers, fax machines, computers, office supplies, compensated District employee time, or any other District resources.

“Property” means any piece of equipment, furnishing, vehicle, owned, donated or otherwise in the custodial care of the District or any person acting as its agent.

IV. POLICY

It is the policy of the AC Transit Board of Directors that all District employees, temporary workers, consultants, contractors, employee and non-employee Union representatives, Board Officers, and Board Members are prohibited from using District resources for non-District related business, including union activities, except as provided by applicable collective bargaining agreements.

Incidental use of District telephones for personal calls shall be kept to a minimum number and length. Inappropriate use of District telephones will subject the user to disciplinary action.

No District employee should expect any privacy when using District property or networks, except that which is required by law.

V. AUTHORITY

A. General Manager’s Authority

The General Manager is authorized to create any processes and systems necessary to implement this policy.

VI. ATTACHMENTS

None